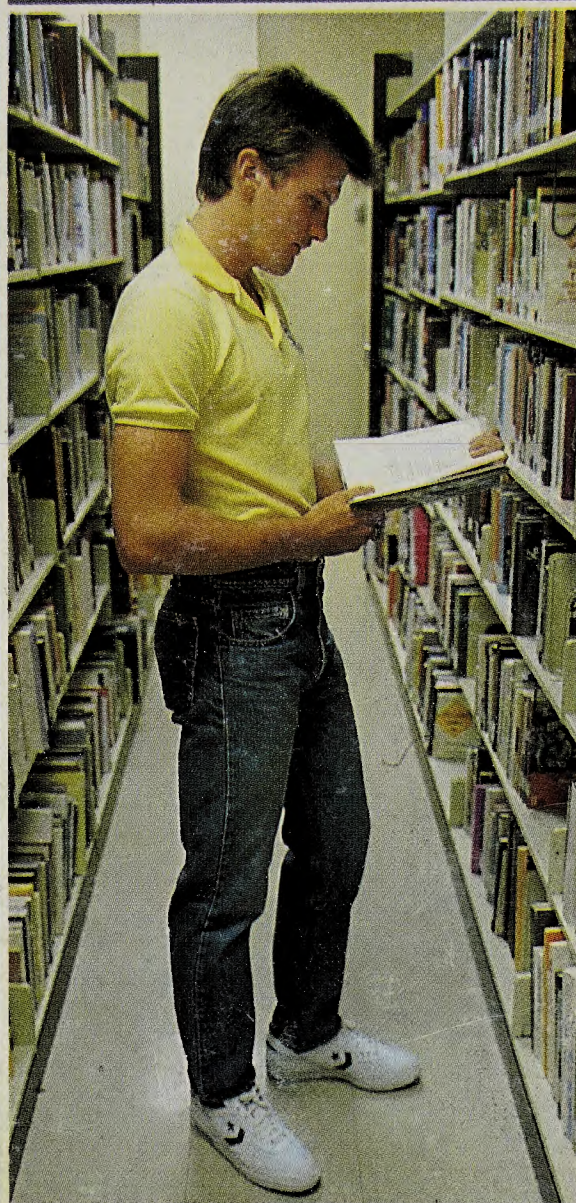


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STANLY
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1988-1990

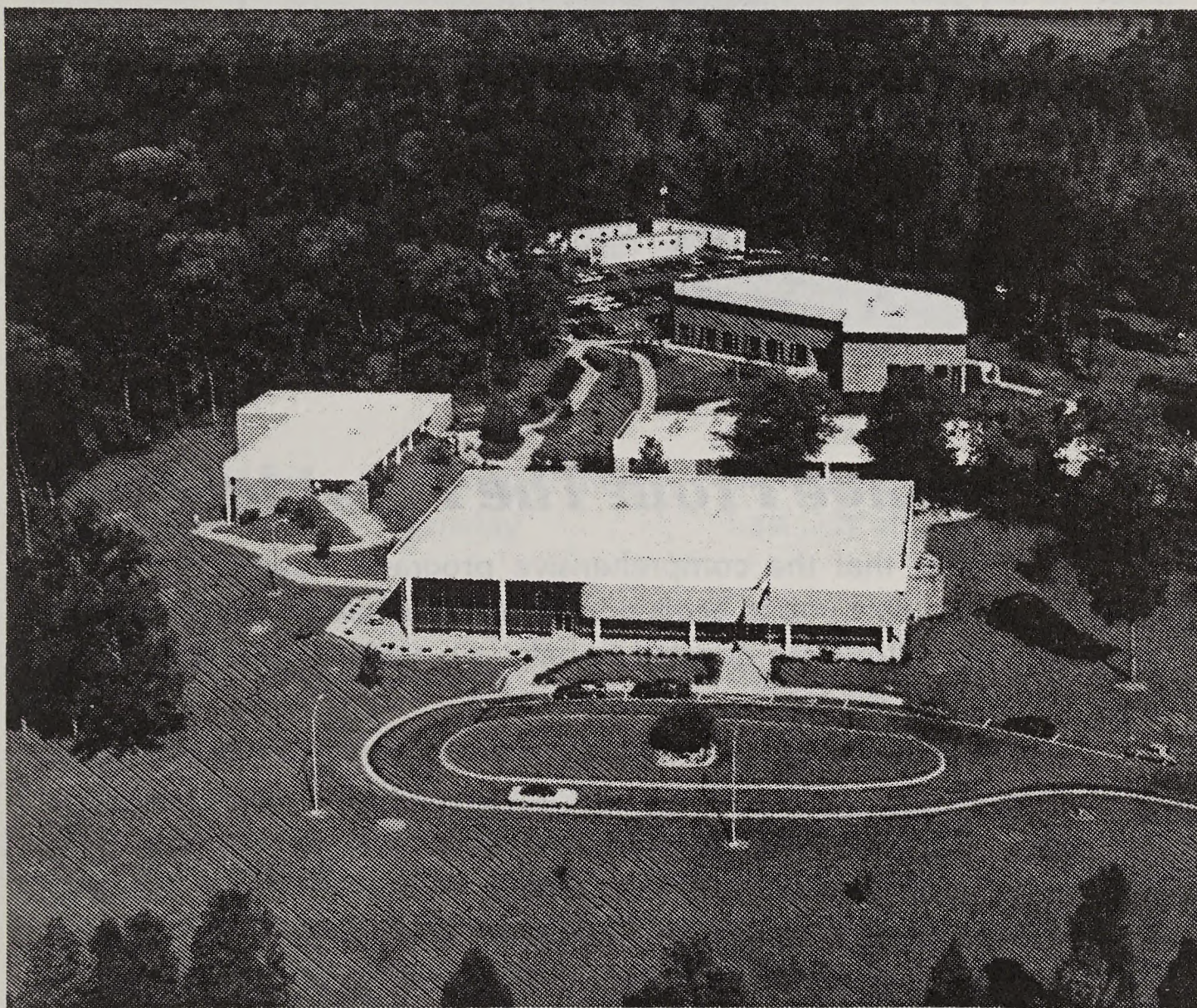
THE CATALOG

The purpose of the catalog is to furnish prospective students and other interested persons with information about Stanly Community College and its programs. Announcements contained in this catalog are subject to change without notice and may not be regarded as binding obligations on the College or the State. Changes will be kept to a minimum, but changes in policy by the State Board of Community Colleges, the Department of Community Colleges, or by the local Board of Trustees may require alterations periodically.

Stanly Community College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.

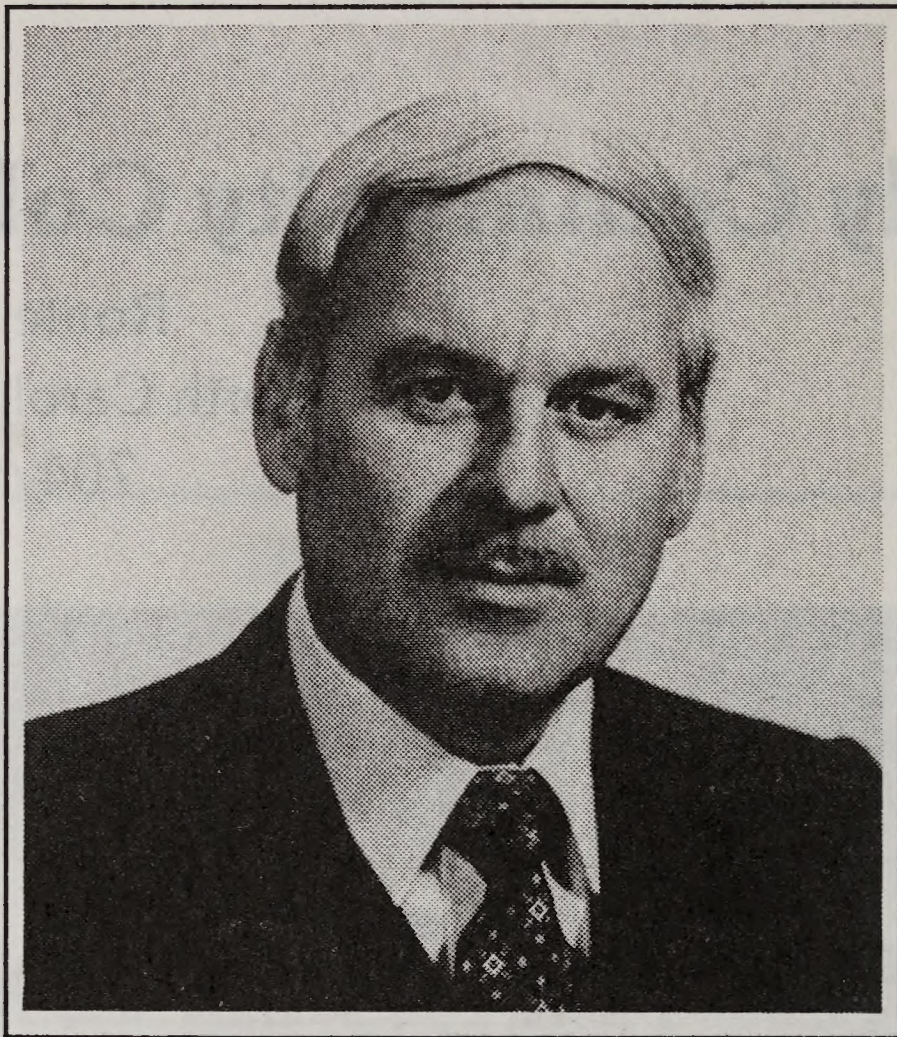
Stanly Community College

Route 4, Box 55
Albemarle, North Carolina 28001
704/982-0121



GENERAL CATALOG 1988-90

Stanly Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.



Message From The President

We believe that the comprehensive programs described in this catalog will stimulate you to begin or continue your life-long learning experiences. Our efforts are directed to help you achieve your goals and aspirations which will result in a qualitative life.

We believe that when you use your vision and vitality at this college to earn your degree, you will indeed become self-reliant, self-supporting and able to contribute to your family and community. As we reviewed and structured the programs in this catalog, our attention was focused on quality, adequacy, and relevance. Today, with both a diversity of regional curricula and continuing education programs designed to serve local needs, the college is productive and innovative. Through our trustees-staff leadership and a competent enthusiastic faculty, the college is equipped with intelligence and capacity to anticipate and meet the manpower needs of our area.

We hope that each of you who reads this catalog and enrolls in this college will experience remarkable progress and truly achieve your goals.

A handwritten signature in dark ink, appearing to read "Charles H. Byrd". The signature is fluid and cursive, with a large initial "C" and "B".

Dr. Charles H. Byrd

Stanly Community College

ACADEMIC CALENDAR 1988-89

FALL QUARTER 1988-89 (55 days)

September 8	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
September 12	Monday	First Day of Classes
September 16	Friday	Last Day to Register or Add a Course
September 28	Wednesday	Activity Day
October 10	Monday	Last Day to Withdraw from a Course with a Grade of W
October 21	Friday	Fall Break — No Classes
November 7-11	Monday-Friday	Pre-Registration with Advisors for Winter Term
November 16	Wednesday	Pre-Payment for Winter Term
		Last Day to Withdraw from a Course
November 24-25	Thursday-Friday	Thanksgiving Holidays
December 1	Thursday	Last Day of Classes

WINTER QUARTER 1988-89 (55 days)

December 6	Tuesday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
December 8	Thursday	First Day of Classes
December 14	Wednesday	Last Day to Register or Add a Course
December 23-		
January 2	Friday-Monday	Winter Break — No Classes
January 3	Tuesday	Classes Resume
January 13	Friday	Last Day to Withdraw from a Course with a Grade of W
January 16	Monday	Martin Luther King, Jr. Day (no classes)
February 6-10	Monday-Friday	Pre-Registration with Advisors for Spring Term
February 15	Wednesday	Pre-Payment for Spring Term
February 16	Thursday	Last Day to Withdraw from a Course
March 6	Monday	Last Day of Classes
* March 7-8	Tuesday-Wednesday	Make-up Days for Inclement Weather

SPRING QUARTER 1988-89 (55 days)

March 9	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
March 13	Monday	First Day of Classes
March 17	Friday	Last Day to Register or Add a Course
March 24-27	Friday-Monday	Easter Holidays — No Classes
April 11	Tuesday	Last Day to Withdraw from a Course with a Grade of W
May 8-12	Monday-Friday	Pre-Registration with Advisors for Summer Term
May 16	Tuesday	Last Day to Withdraw from a Course
May 17	Wednesday	Activity Day
May 18	Thursday	Pre-Payment for Summer Term
May 31	Wednesday	Last Day of Classes

SUMMER QUARTER 1988-89 (50 days)

June 5	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
June 7	Wednesday	First Day of Classes
June 13	Tuesday	Last Day to Register or Add a Course
July 3-14	Monday-Friday	Summer Break — No Classes
July 18	Tuesday	Last Day to Withdraw from a Course with a Grade of W
August 7-11	Monday-Friday	Pre-Registration with Advisors for Fall Term
August 15	Tuesday	Last Day to Withdraw from a Course
August 16	Wednesday	Pre-Payment for Fall Term
August 29	Tuesday	Last Day of Classes
August 31	Thursday	Graduation

ACADEMIC CALENDAR 1989-90**FALL QUARTER 1989-90 (55 days)**

September 7	Thursday	Registration — 9:30 a.m.-1:30 p.m. 6 p.m.-8 p.m.
September 11	Monday	First Day of Classes
September 15	Friday	Last Day to Register or Add a Course

September 27	Wednesday	Activity Day
October 6	Friday	Last Day to Drop a Course with a Grade of W
October 23	Monday	No Classes
November 6-10	Monday-Friday	Pre-Registration with Advisors
November 15	Wednesday	Pre-Payment for Winter Quarter
November 23-24	Thursday-Friday	Thanksgiving Holidays
November 30	Thursday	Last Day of Classes

WINTER QUARTER 1989-90 (55 days)

December 5	Tuesday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
December 7	Thursday	First Day of Classes
December 13	Wednesday	Last Day to Register or Add a Course
December 22- January 1	Friday-Monday	Winter Break (No Classes)
January 2	Tuesday	Classes Resume
January 5	Friday	Last Day to Drop a Course with a Grade of W
January 15	Monday	Martin Luther King, Jr. Day (no classes)
February 12-16	Monday-Friday	Pre-Registration with Advisors
February 21	Wednesday	Pre-Payment for Spring Quarter
March 5	Monday	Last Day of Classes
* March 6-7	Tuesday-Wednesday	Make-up Days for Inclement Weather

SPRING QUARTER 1989-90 (55 days)

March 8	Thursday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
March 12	Monday	First Day of Classes
March 16	Friday	Last Day to Register or Add a Course
April 9	Monday	Last Day to Drop a Course with a Grade of W
April 13-16	Friday-Monday	Easter Holidays
May 2	Wednesday	Activity Day
May 7-11	Monday-Friday	Pre-Registration with Advisors
May 16	Wednesday	Pre-Payment for Summer Quarter
May 30	Wednesday	Last Day of Classes

SUMMER QUARTER 1989-90 (50 days)

June 4	Monday	Registration — 10 a.m.-1 p.m. 6 p.m.-8 p.m.
June 6	Wednesday	First Day of Classes
June 12	Tuesday	Last Day to Register or Add a Course
July 2-13	Monday-Friday	Summer Break (No Classes)
July 16	Monday	Classes Resume
July 18	Wednesday	Last Day to Drop a Course with a Grade of W
August 6-10	Monday-Friday	Pre-Registration with Advisors
August 15	Wednesday	Pre-Payment for Fall Quarter
August 28	Tuesday	Last Day of Classes
August 30	Thursday	Graduation

* Any days lost due to inclement weather will be made up during this time.

UNCC-Stanly Community College General Education College Program

ACADEMIC CALENDAR 1988-89

FALL SEMESTER 1988

August 22	Monday	Registration
August 24	Wednesday	First Day of Classes
August 30	Tuesday	Last Day to Register or Add a Course
September 5	Monday	Labor Day Holiday (No Classes)
October 10-11	Monday-Tuesday	Fall Break (No Classes)
October 20	Thursday	Last Day to Drop a Course with a Grade of W
November 23-25	Wednesday-Friday	Thanksgiving Holiday
December 9	Friday	Last Day of Classes
December 12-16	Monday-Friday	Final Exam Week

SPRING SEMESTER 1989

January 9	Monday	Registration
January 11	Wednesday	First Day of Classes
January 16	Monday	Martin Luther King, Jr. Day (no classes)
January 17	Tuesday	Last Day to Register or Add a Course

March 8

Wednesday

Last Day to Drop a Course
with a Grade of W

March 13-17

Monday-Friday

Spring Break (No Classes)

April 28

Friday

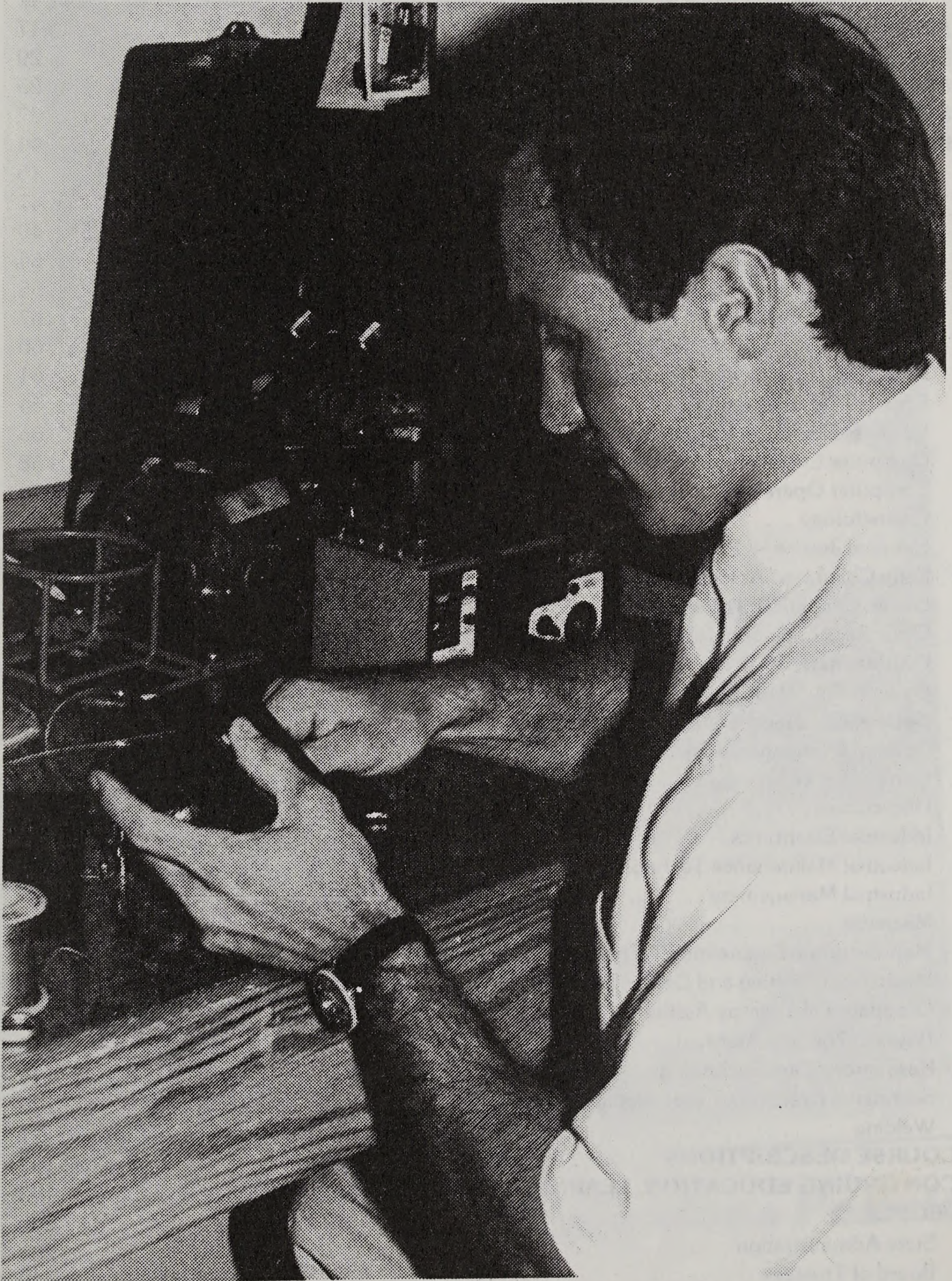
Last Day of Classes

May 1-5

Monday-Friday

Final Exam Week

* Subject to Change Without Notice

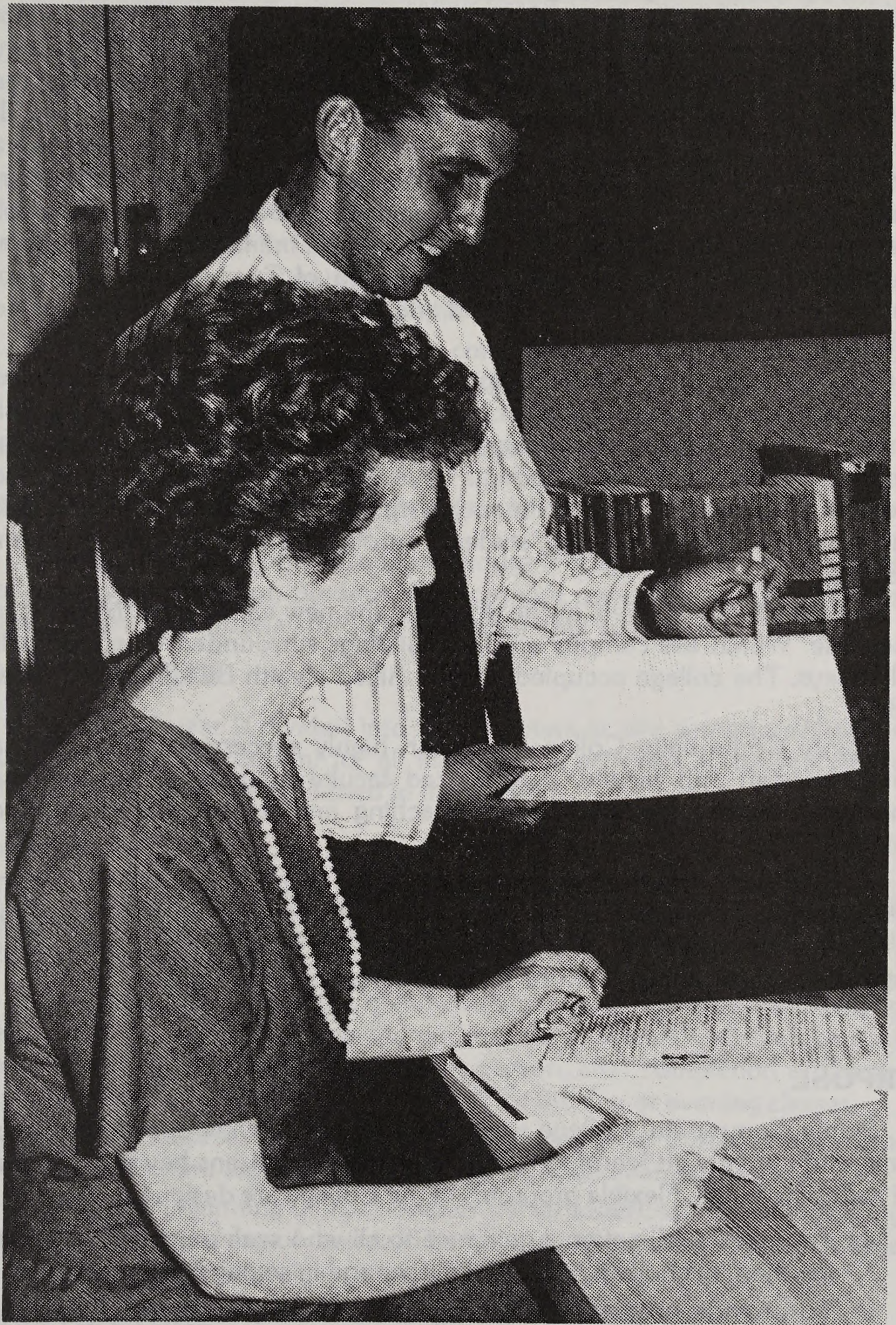


Graduates of SCC are in demand!

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Introduction



Admissions Policies

INTRODUCTION

HISTORY

Stanly Community College was established in July, 1971, under the authority of the 1963 Community College Act. However, the College did not officially open until December 1971. Following the petitions of the County and City Boards of Education and the County Board of Commissioners, the late Senator Frank Patterson and the Honorable Richard Lane Brown, III were successful in gaining approval from the General Assembly to establish a technical college in the county. Dr. H. T. Webb, Superintendent of the Albemarle City Schools at the time, played a significant role as a founder of the college in promoting the college with state officials and members of The General Assembly. Before the end of 1971, the Board of Trustees had been appointed, an organizational meeting held and Dr. Charles H. Byrd was elected as the first President of the College.

The College opened in the temporary headquarters previously occupied by the South Albemarle High School. Enrollment figures already tell a dramatic story of Stanly Community College. Starting with 31 students in December, 1971, over 100,000 students have taken courses at the College to date. The College draws its enrollment principally from Stanly County but has an international flavor by having students enrolled from several foreign countries.

In October, 1975, the College occupied the new campus on the West of Albemarle. Within the campus are five buildings surrounded by rolling hills and valleys. The college occupied its new Allied Health Building fall quarter 1987.

Stanly Community College has been highly successful in attracting a competent staff and faculty. Experienced faculty members with expertise bring preparation and dedication to teaching and helping the student to achieve.

Today the College is co-educational offering two-year general education, technical, vocational and general adult and extension courses. The College is governed by a twelve member Board of Trustees from Stanly County who give freely of their time and efforts for the operation of the College.

PURPOSE

Stanly Community College was established to provide appropriate economic and convenient learning opportunities for all citizens beyond the normal high school age. Flexible programs of the College are designed:

1. To provide educational guidance to all who seek our help, by assisting them in choosing suitable courses and in setting realistic goals.
2. To provide programs preparing students for jobs at the technician level in industry, business, and service occupations.
3. To provide programs developing abilities and skills that will prepare students for jobs at the vocational level.
4. To provide general education studies for students who seek personal

growth and intellectual enrichment through course work not directly related to their vocational goals.

5. To provide continuing education based on community needs and interest with special emphasis on basic education courses for grades 1-8, high school diploma programs, high school equivalency certificates, developmental studies, and cultural and community service programs.
6. To accelerate the economic growth and development of Stanly Community College's service areas through responsive and relevant business and industry training programs.
7. To provide continuing articulation between the College and the public and private schools of the area.

Stanly Community College has a continuing concern for the welfare of each student. The school seeks to cultivate in each student healthy mental attitudes, development of abilities and talents, establishment of human relationships, and motivation for progress in intellectual understanding.

ADMINISTRATIVE OFFICE HOURS

College offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. An evening director, Student Development personnel and security personnel are on duty Monday through Thursday until 10:00 p.m.

ACADEMIC YEAR

The school year is divided into four quarters or two semesters (General Education College Program) for all instructional activities. Calendars for instructional programs are published in this catalog.

CLASS SCHEDULE

Stanly Community College offers classes between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday, until 5:00 p.m. on Friday, and until 1:00 p.m. on Saturday.

The availability of curricula credit courses during both day and evening sessions allows working students the opportunity to select curriculum courses applicable to a degree or a diploma. Any person, after completion of the appropriate admission procedures, may enroll for the day or evening classes.

Non-credit courses which are offered primarily for personal and community improvement are also offered during day and evening sessions.

Prior to the beginning of each quarter (or semester), schedules indicating types, locations and times of classes to be offered are published by the College and also announced in local news media.

AREAS OF STUDY

Associate Degree Programs (Two Years)

Accounting
Agricultural Business Technology

INTRODUCTION

Associate Degree Nursing
Banking and Finance
Biomedical Equipment Technology
Business Administration
Business Computer Programming
Computer Engineering Technology
Criminal Justice-Protective Services Technology
Early Childhood Associate
Electromechanical Technology
Electronics Engineering Technology
Fashion Merchandising and Marketing
General Education
General Occupational Technology
General Office
Industrial Maintenance Technology
Industrial Management Technology
Manufacturing Engineering Technology
Mechanical Drafting and Design Technology
Occupational Therapy Assistant
Physical Therapy Assistant
Respiratory Care Technology-Therapist
Secretarial-Executive, Legal, Medical

Students completing the required hours in these curriculums are awarded the Associate in Applied Science degree. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Diploma Programs (One Year)

Automotive Body Repair
Automotive Mechanics
Computer Operations
Cosmetology
Early Childhood Associate — One Year Option
Fashion Merchandising and Marketing — One Year Option
General Office — One Year Option
Horticulture
Industrial Electronics
Machinist
Respiratory Care Technology — Technician

Students completing the requirements for these curriculums are awarded a diploma. See the PROGRAMS OF STUDY section of this catalog for program description and course offerings. Descriptions of courses offered in the above curriculums are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

ADMISSIONS POLICIES

Certificate Programs

Banking and Finance
Basic Law Enforcement Training
Welding

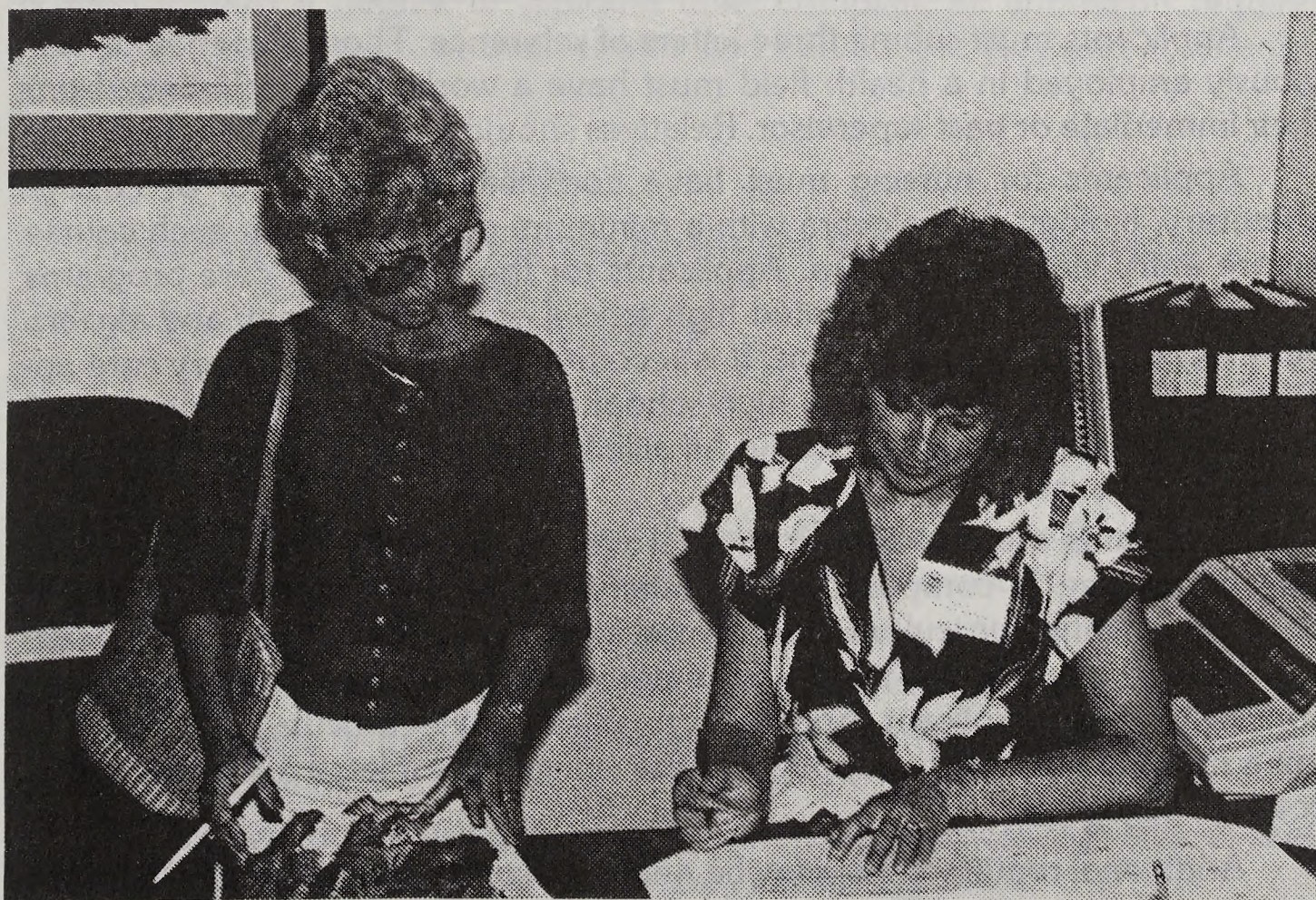
Students completing the requirements for the above programs are awarded a certificate. See the PROGRAMS OF STUDY section of this catalog for program descriptions and course offerings. Descriptions of courses offered in the curriculum are listed alphabetically by course prefix in the COURSE DESCRIPTION section of this catalog.

Additional programs are described in the CONTINUING EDUCATION section of this catalog.

ADMISSIONS POLICY

Stanly Community College, as do all other branches of the North Carolina Department of Community Colleges, operates under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years of age or older, and who is able to profit from further formal education, will be admitted to some phase of an educational program. Applicants between the ages of 16 and 18 years may be admitted to appropriate courses and programs as persons with special needs as attested by appropriate public school officials.

The open door policy does not mean there are no restrictions on specific programs. It does mean that these restrictions are flexible enough to allow each student the opportunity to eliminate deficiencies through developmental work.



ADMISSIONS POLICIES

DUAL ENROLLMENT

High school students 16 years of age or older may enroll for course work at Stanly Community College under the dual enrollment procedure as a Special Credit student with written approval of their high school principal.

ADMISSION TO ASSOCIATE DEGREE PROGRAMS

High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet North Carolina High School Equivalency Requirements with a total score of 225 with no single test score below 35.

In addition to general requirements, other requirements may be needed to meet admission standards and are specified under each curriculum in the PROGRAMS OF STUDY section of this catalog.

Applicants to associate degree programs will be required to take a placement evaluation consisting of reading, mathematics, grammar, and writing. The results will be used in advising students in course and program selection.

ADMISSION TO ALLIED HEALTH CURRICULA

High school graduation, or the equivalent, is required of all applicants to allied health programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable in lieu of a regular high school diploma. Applicants submitting General Education Development (GED) scores must meet the North Carolina High School Equivalency Requirements with a total score of 225 and no single test score below 35.

Applicants must submit three letters of reference. Those currently or previously employed in a health field must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.

Applicants for nursing must have completed high school or college chemistry, biology, and algebra with a minimum grade of "C" in each course before entry into the program. Applicants for the respiratory care programs must have successfully completed high school or college biology and algebra before entry into these programs. It is recommended that respiratory care applicants also have completed a high school or college chemistry course prior to entering their program of study. All allied health applicants must complete a placement evaluation.

Applicants may be subject to approval by the Admissions Committee. The committee is composed of members of the instructional staff of the respective health curriculum and members of the Student Development staff. An informal interview is held and the committee evaluates all available data concerning each applicant. Applicants to allied health curricula must also submit a medical form (form supplied by the college) completed and signed by a licensed physician.

Additional requirements may be needed to meet admission standards for

specific allied health curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

(Note: The North Carolina Board of Nursing may deny license to an individual convicted of a felony or any other crime involving moral turpitude.)

ADMISSION TO DIPLOMA PROGRAMS

Applicants for one-year diploma programs should be high school graduates or meet the North Carolina Equivalency (GED) standard scores. For non-high school graduates with special needs, exceptions may be made. Generally, applicants are admitted to most vocational programs on the basis of high school records. Certain diploma programs require the applicant to complete a placement evaluation.

SPECIAL CREDIT ADMISSIONS

Special credit classification is designated for those curriculum students who are not working toward degrees or diplomas. Application and acceptance are required before a student may be granted this status.

Special credit students may be required to take a placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

The Special Credit classification may be retained indefinitely. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. Level of courses taken (technical or vocational) will determine the category of satisfactory progress under which the student will be evaluated.

Special credit students wishing to apply credits earned under this classification toward a degree or diploma must complete all admission requirements for the program of their choice and contact the Registrar to change their enrollment status.

ADMISSIONS PROCEDURE

All correspondence concerning admissions should be addressed to:

Admissions Office
Stanly Community College
Route 4, Box 55
Albemarle, NC 28001
(704) 982-0121

Applicants for admission to any degree, diploma, or certificate program should complete the following general admission requirements:

1. Obtain an application form from the Admissions Office.
2. Submit the properly completed application to the Admissions Office.
3. Complete a placement evaluation upon notification by the Admissions Office.
4. Request that transcripts of all high school and post high school academic work be sent directly to the Admissions Office.

ADMISSIONS POLICIES

5. Have a personal interview, if requested by the Admissions Office.
6. Submit a properly completed health form when required. (Allied Health programs)

Additional requirements may be needed to meet admission standards for specific curricula and are listed under those programs in the PROGRAMS OF STUDY section of this catalog.

Letters of acceptance are mailed to applicants as soon as admission requirements are met.

INTERNATIONAL STUDENT ADMISSIONS

Stanly Community College is authorized by the Immigration and Naturalization Service to admit foreign students. The following requirements must be met in order to be considered for acceptance to the college.

1. The student must submit to the college a completed Application for Admission.
2. The student must submit to the college official transcripts from **all** high schools and post-secondary schools (colleges, universities) attended.
3. Proficiency in the English language is an entrance requirement; therefore, the student must take the Test of English as a Foreign Language (TOEFL) examination and have the score forwarded to the college.
4. The student must submit to the college written verification (i.e. official bank letter) stating that adequate financial resources are available for school expenses as well as for general living expenses. Direct educational expenses (tuition, student activity fee, books and supplies, and health insurance) must be paid to the college prior to issuance of an I-20 Certificate of Eligibility.
5. The student must complete the college's placement evaluation which is required of all students entering the college.

The requirements listed above must be fulfilled before the student is considered for acceptance into Stanly Community College and before school officials will issue the I-20 Certificate of Eligibility. If for any reason any or all requirements are not met, the I-20 will not be issued.

TESTING POLICY

Applicants for technical, allied health, and selected vocational programs are required to complete a placement evaluation before final acceptance. The placement evaluation is designed to assist students in choosing courses appropriate for their indicated level of performance. (This requirement may be waived at the discretion of the Director of Admissions based on prior test scores or previous study.)

After completing the placement evaluation which is administered through the Counselor's Office, a valid interpretation of the applicant's scores is discussed with the applicant. Test interpretation is oriented toward helping individuals make realistic and objective plans for their educational pursuits.

Developmental studies programs are recommended for students whose scores indicate a need for basic skills development.

Special Credit students may be required to take the placement evaluation if they lack the background in mathematics, English grammar, or reading prerequisite to the course of their choosing.

TESTING SERVICE

Students desiring to take an aptitude or interest test may do so by contacting the Counselor. Special tests, such as interest inventories, reading tests and others, are available to individuals who wish to take them. There is no charge for special tests given at Stanly Community College. Further testing is also available through the college's Assessment Center.

TRANSFER CREDIT

Once an applicant is fully accepted, the Registrar will review post secondary transcripts of applicants for admission with advanced standing. When subject content and length of courses taken are comparable to those in the curriculum applied for, credit may be allowed if a grade of C or higher was earned. Transfer credits will not influence the student's grade point average while attending Stanly Community College.

REGISTRATION

Applicants will be notified of the date for registration. Registration dates are published in the Academic Calendar. At registration, students will be assigned class schedules, pay fees, and purchase books. **Students are considered registered upon completion of registration materials and payment of fees.** Pre-registration is conducted each quarter to assist currently enrolled students with their academic planning.

READMISSION

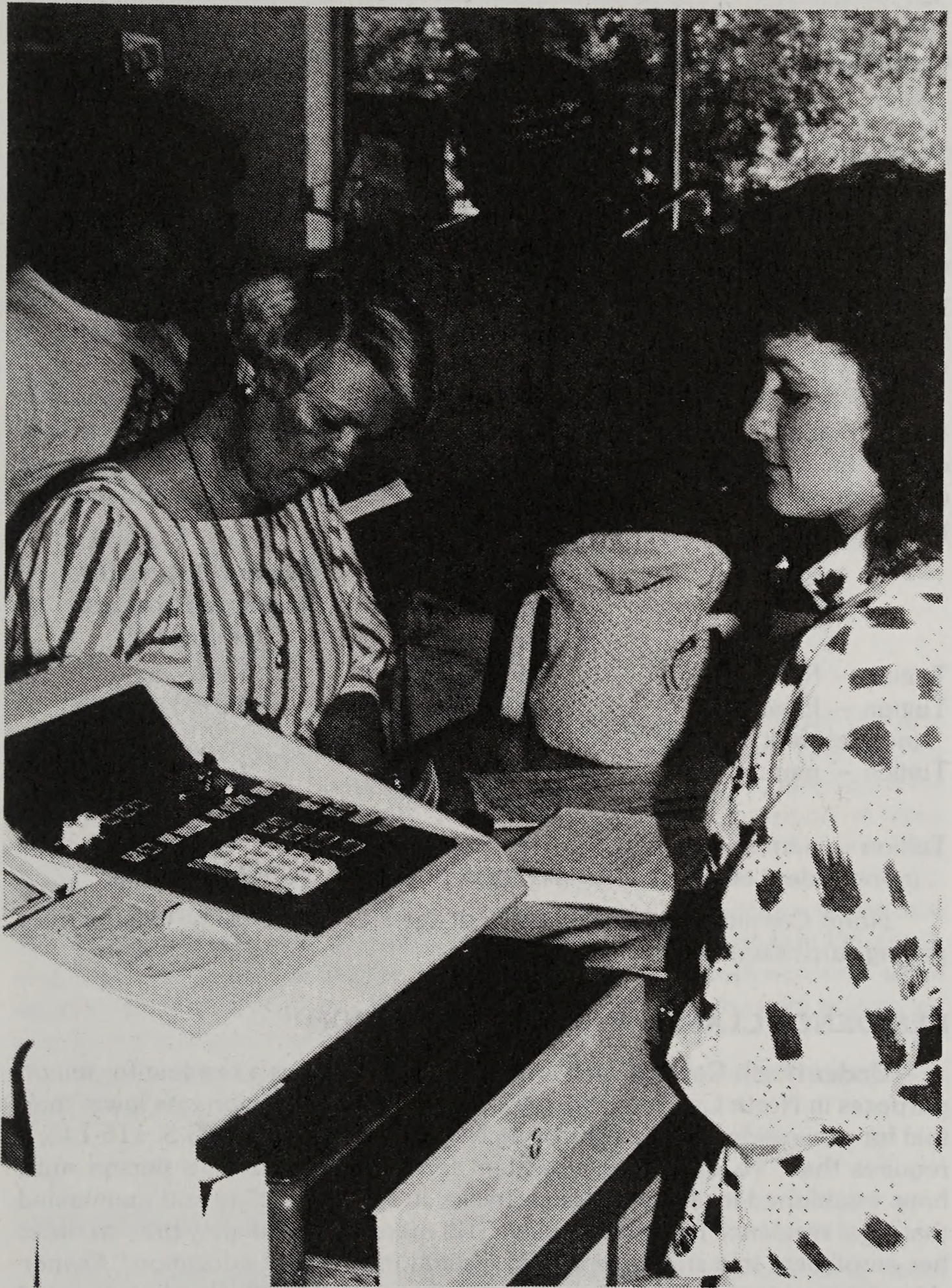
All former students who left Stanly Community College in good standing are encouraged to enroll for additional study. However, readmission after withdrawal is not automatic. Students who have been out one term or longer should contact the Admissions Office so their files can be reactivated. Reentering students who have attended other institutions since withdrawing from Stanly Community College must have an official transcript sent to the Registrar's Office at Stanly Community College from each institution attended.

Students requesting readmission to allied health programs should refer to the PROGRAMS OF STUDY section of this catalog.

Former students desiring to reenter who were withdrawn for academic or disciplinary reasons must request admission through the Vice President for Student Development.



Expenses, Financial Aid



Academic Policies

EXPENSES, FINANCIAL AID

DEFINITIONS OF CONTACT AND CREDIT HOURS

Contact hours: Actual amount of time (clock hours) spent in class, shop, or lab for each course.

Credit hours: Academic credit awarded and used for tuition and graduation purposes.

TUITION (CURRICULUM STUDENTS)

Tuition and other charges are set by the North Carolina State Board of Community Colleges, and are subject to change. While it is the Board's policy to keep all charges as low as possible, non-resident students are required under North Carolina law to pay a higher tuition rate than residents. The student is responsible for complying with regulations concerning declaration of residency.

For tuition purposes, full time students are those students taking twelve or more credit hours per quarter or semester. There is no additional tuition charge for those hours beyond twelve. Part-time students (less than twelve credit hours) are charged by the credit hour. The following tuition and fees are payable each term.

	Community & Vocational (quarter)	General Education College Program (semester)
Tuition — fulltime	\$ 75.00	\$ 112.50
Tuition — fulltime (non-resident of N.C.)	\$702.00	\$1053.00
Tuition — part-time	\$ 6.25	\$ 9.38
	per credit hour	per credit hour
Tuition — part-time	\$ 58.50	\$ 87.75
(non-resident of N.C.)	per credit hour	per credit hour

North Carolina residents 65 years of age and older shall be exempt from paying curriculum tuition.

RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. The controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her enrollment in a state maintained institution of higher education." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be per-

mitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available for student inspection in the Student Development Office.

STUDENT FEE (CURRICULUM STUDENTS)

Students attending on the quarter system will be charged fifty cents (.50) per credit hour up to 12 credit hours for a maximum fee of \$6.00 per quarter. Students attending on the semester system will be charged seventy-five cents (.75) per credit hour up to 12 credit hours for a maximum of \$9.00 per semester.

Example:

Credit Hours	Quarter Charges	Semester Charges
3	1.50	2.25
6	3.00	4.50
9	4.50	6.75
12 or more	6.00	9.00

The student fees are distributed equally between the Student Government Association (SGA) and Student Benefit (SBA) accounts. The Student Government account is disbursed by the Student Government Association for such things as: student activities, socials, conferences, and support of clubs and organizations. The Student Benefit account is administered by the Vice President for Student Development and is used for students' benefit such as: recreational equipment and supplies, student lounge decorations, transportation for student activities, student publications and awards, student I.D. cards, and back up support for Student Government activities. Both accounts share equally the cost of providing Student Accident Insurance to every activity-fee paying, curriculum student.

Student fees are non-refundable except if a course or curriculum fails to materialize; then all the student's fees shall be refunded.

ADDITIONAL EXPENSES

Book costs vary according to the courses taken and will range from \$100-\$200 per term depending upon the curriculum. Students will often be able to use the same book for more than one term. Some programs require additional materials, uniforms, equipment, insurance, and supplies. Information regarding additional expenses for specific curricula is available in the Admissions Office.

EXPENSES, FINANCIAL AID

RETURNED CHECKS

A fee of \$10.00 will be charged for each check that is returned. This fee will be applicable to checks returned for "insufficient funds" or for "stop payment."

REFUNDS

Tuition refunds for students shall not be made unless the student is, in the judgment of the college, compelled to withdraw for unavoidable reasons. In such cases two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the Academic Calendar. Tuition refunds will not be considered after that time. Students who register but do not attend classes are responsible for tuition and fees and are not eligible for refunds except in cases stated above. Tuition refunds will not be considered for tuition of five dollars (\$5) or less, except if a course or curriculum fails to materialize; then all the student's tuition shall be refunded.

Where a student, having paid the required tuition and fees for a term, withdraws from the College before the end of the term and the reasons for the withdrawal are found excusable by the College administration, the student may be allowed credit for unrefunded tuition and fees if applying for readmission during any of the next four quarters or two semesters. Written request for this arrangement must be made in the office of the Registrar.

INSURANCE

Student accident insurance is provided to all registered curriculum students through the student activity fee. This provides coverage for accidental bodily injuries received while on campus during the hours that classes are in session and while taking part in a school activity, excluding intercollegiate sports, and traveling to or from such activity in school transportation.

Liability insurance is required of all students in allied health programs for protection in the event of a liability claim of a personal or professional nature resulting from the performance of clinical duties. Premiums are payable at the time of registration for the term the student begins clinical practice. Coverage continues for any additional terms requiring the student to be in clinical practice to a maximum of twelve calendar months.

FINANCIAL AID

The tuition and fees at Stanly Community College are low, but other related expenses and living expenses include transportation to and from school, books, uniforms, lunches, personal expenses, and normal living expenses. Financial aid services assist students in meeting these expenses. Every student is encouraged to apply for financial aid when making plans to attend Stanly Community College.

There are three basic types of financial aid available at Stanly Community College: Gift Aid (Grants and Scholarships), loans, and part-time employ-

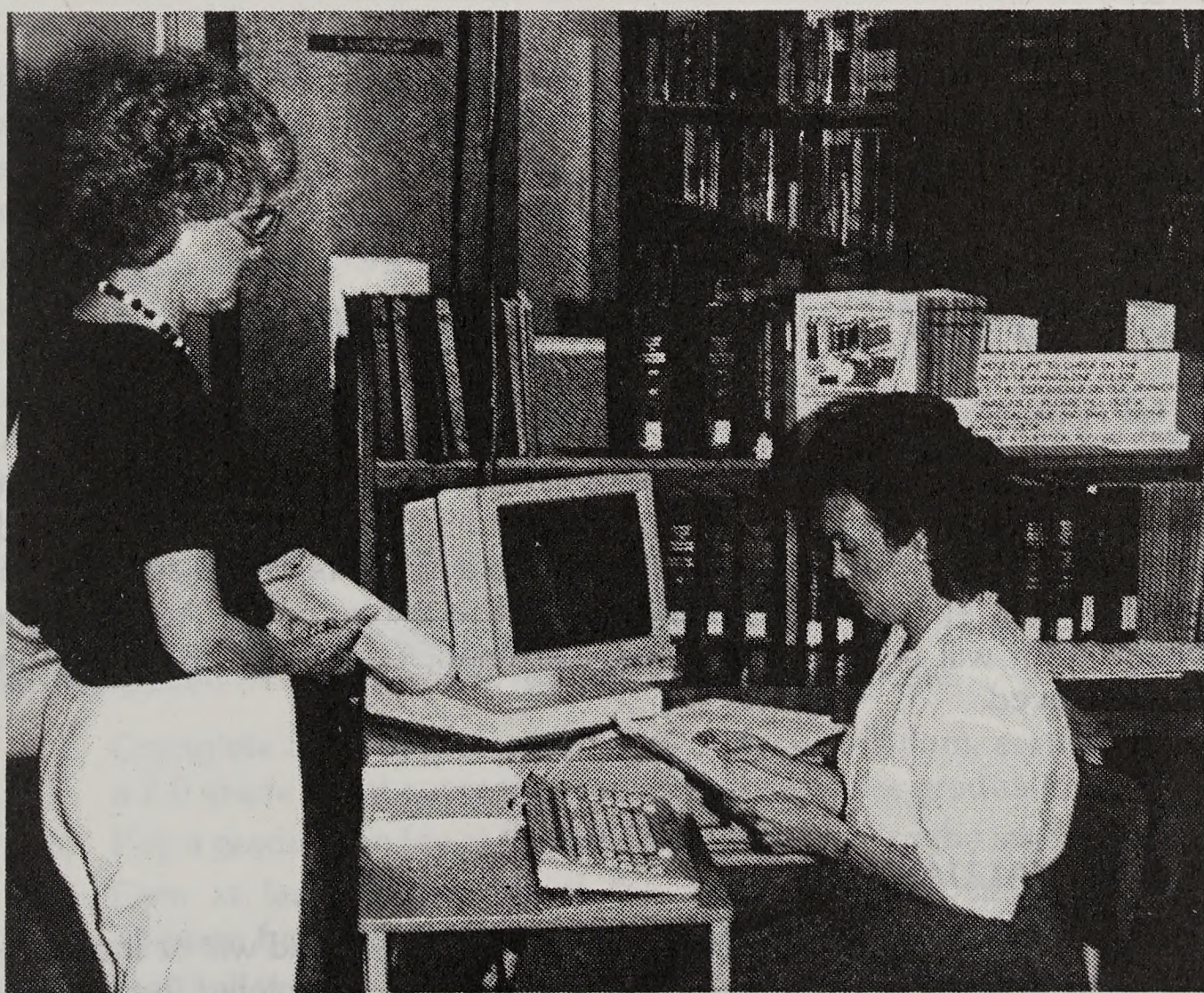
ment (work-study). Grants and work-study are the most frequent types of aid awarded. Students must submit proper applications for each type of financial aid. Applications may be obtained in the Financial Aid Office. Generally, financial aid recipients must be high school graduates (or have received the GED) and be enrolled in a curriculum program for a minimum of six credit hours.

Most student aid is based on financial need rather than academic record. However, once students are receiving financial aid they will be required to maintain satisfactory academic progress in their course work.

Grants and scholarships available through the Financial Aid Office at Stanly Community College include PELL Grant, Supplemental Educational Opportunity Grants (SEOG), and North Carolina Incentive Grants. Various scholarships from industry, civic, and social clubs are made available through the Financial Aid Office. Loans available include the North Carolina Insured Student Loan Program, Veteran's Educational Loans, and the Stanly Community College Emergency Loan Fund.

The Stanly County Private Industry Council (PIC) sponsors scholarships for eligible Job Training Partnership Act (JTPA) students in certain areas of training. These scholarships will pay for tuition, books and fees. Interested students should contact the Financial Aid Officer or the JTPA representative.

For further information concerning financial assistance and applications to the various programs or for information about financial assistance provided by other agencies such as Social Services, the Social Security Administration, and N.C. Vocational Rehabilitation, contact the Financial Aid Office.



EXPENSES, FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. Stanly Community College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For financial aid purposes, satisfactory progress is measured in two ways, quarterly and yearly. The procedures for both measurements are as follows:

QUARTERLY EVALUATION

All students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

Credit Hours Attempted	GPA Diploma	GPA Degree
1-30	1.60	1.50
31-46	1.75	1.65
47-62	1.90	1.75
63-78	2.00	1.85
79-94		1.95
95 +		2.00

Credit hours attempted — Total hours taken, including courses with grades of I and F.

GPA (Grade Point Average) — Determined by dividing total quality points earned by total hours attempted. (Quality points are determined as follows: A = 4 quality points per credit hour, B = 3 quality points per credit hour, C = 2 quality points per credit hour, D = 1 quality point per credit hour, and F = 0 quality points per credit hour.)

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degree — Average for curriculums awarding Associate Degrees.

Any term a student's GPA falls below the recommended standing, the student will be placed on financial aid probation for the next term enrolled. The student then has the next term enrolled to achieve the GPA standing for the credit hours attempted. Failure to meet the minimum GPA during the probation term will result in termination of financial aid until the minimum GPA is achieved.

YEARLY EVALUATION

Satisfactory progress for students receiving financial aid will be measured once a year in order to determine that a student has completed the required

ADMISSIONS POLICIES

amount of credit hours toward their degree. Below are the progress requirements:

	End of	Minimum Number of Credit Hours Earned
Diploma Programs (1 year)	4 quarters	20
	8 quarters	40
	12 quarters	61-80
Degree Programs (2 years)	4 quarters	15
	8 quarters	36
	12 quarters	60
	16 quarters	84
	20 quarters	100-130

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. Upon re-establishing the minimum GPA for the credit hours attempted, the student will be removed from probation and eligibility to receive financial aid will be restored to prior status.

A student will be eligible to receive financial aid at Stanly Community College for a maximum of 20 quarters. Any quarter in which a student enrolls will be counted, regardless of the student's academic or financial aid status. At the end of 20 quarters, all financial aid will be discontinued.

VETERANS' EDUCATIONAL BENEFITS

Each incoming veteran should schedule a conference with the Coordinator for Financial Aid and Veterans' Affairs who helps the veteran learn more about the veteran's benefits and the purpose for which the benefits were designed. Upon selection of a program which suits the veteran's educational goals, the Coordinator for Financial Aid and Veterans' Affairs assists the veteran in completing the proper applications and securing the documents necessary for certification. The Coordinator for Financial Aid and Veterans' Affairs also helps veterans with special problems, contacting the Winston-Salem Regional Veterans' Office on a regular basis. The Counselor's Office may be able to help veterans who need an official counseling review before being permitted to change programs or educational goals.

REQUIREMENTS FOR GRADUATION

The following requirements are established as a minimum for the Associate in Applied Science Degree, the diploma, and certificate.

1. Complete all course requirements of the curriculum, earning at least a 2.0 grade point average in courses required for graduation.
2. Pay a graduation fee at the time of registration for the last quarter.
3. Earn at least one-fourth of the credits required for a degree or diploma from Stanly Community College.
4. Fulfill all financial obligations to the College.

ACADEMIC POLICIES

5. **Be present for graduation exercises.** Graduation exercises are held at the end of the summer term on the date published in the Academic Calendar. In cases of unavoidable circumstances, exceptions to this requirement may be granted by the Vice President for Student Development. During graduation exercises candidates must be dressed in proper academic attire, as determined by the President of the College.

GRADUATION IN ABSENTIA

A written request for permission to graduate in absentia must be filed with the Vice President for Student Development no later than 14 days prior to commencement exercises.

The degree or diploma will be mailed to those students with approved absences unless other arrangements are made with the Registrar's Office. Students with unapproved absences will be required to pick up their degree or diploma in the Registrar's Office after a written request has been approved by the Vice President for Student Development.

GRADING SYSTEM

The following alphabetical system is used for reporting and recording all grades:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
D	Passed	1 quality point per credit hour
F	Failure	0 quality point per credit hour
I	Incomplete	Will carry hours attempted and will be computed in GPA. Must be removed by the end of the next term or the grade will be changed to an "F."
NA	Never Attended	
W	Withdrawal	Hours are not included in determining GPA
WP	Withdrawal Passing	Hours are not included in determining GPA
WF	Withdrawal Failing	Hours are not included in determining GPA
Y	Audited	
S	Satisfactory	Hours are not included in determining GPA
U	Unsatisfactory	
P	Credit received by passing a proficiency exam	
CS	Continuing	Must re-enroll until course objectives are met. Hours are not included in GPA.

SCHOLASTIC STANDARDS

The minimum grade point average for graduation is 2.0 or a grade average of C. Quality Point Averages are determined by dividing the total number of quality points by the number of credit hours attempted. If a course is repeated, the last grade will be used in computing the student's hour-quality point ratio. A ratio of 2.0 indicates that the student has an average of C; above 2.0 indicates an average above C; below 2.0 indicates an average below C. Grades of I, P, S, U, Y, NA, W, WP, WF, F and CS yield no quality points.

HOW TO COMPUTE YOUR GRADE POINT AVERAGE

TERMS:

Q.P. — Quality Points. Points earned for final class grades. Each letter grade represents so many earned points. A = 4 Q.P.'s, B = 3 Q.P.'s, C = 2 Q.P.'s, D = 1 Q.P. and F = 0 Q.P.'s.

G.P.A. — Grade Point Average. Obtained by multiplying the earned Q.P.'s by the number of credit hours attempted and dividing the total earned Q.P.'s by the total number of credit hours attempted.

Credit Hours — Hours of credit received for each class taken per quarter.

Contact Hours — Actual hours per week spent in class and/or lab.

There are two main steps in computing G.P.A.

1. Multiply the credit hours for each class by the number of Q.P.'s earned. The result is the total Q.P.'s for the quarter.

Example

	Credit Hours		Grade		Q.P.'s
Introduction to Business	3	x	A	4	= 12
Typewriting I	3	x	B	3	= 9
Introduction to Data Processing	5	x	C	2	= 10
Grammar	3	x	B	3	= 9
Computer Operations I	3	x	A	4	= 12
	17 total hours				52 Q.P.'s

2. Divide the number of total credit hours into the total number of Q.P.'s for the quarter.

52 total Q.P.'s divided by 17 total credit hours = 3.05 G.P.A.
This gives the Grade Point Average for the quarter.

The cumulative G.P.A. can be computed by totaling all the attempted credit hours and dividing them into the total number of Q.P.'s that have been earned for all quarters of enrollment.

ACADEMIC POLICIES

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each term student grade reports are mailed to students. Transcripts of the student's record will be sent to other schools, prospective employers or to the student if an official written request is made by the student to the Registrar's Office.

COURSE AUDITING

Students who wish to audit courses must indicate such at the time of registration for the course and register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit. Students may not change from audit status or to audit status after the registration period.

PROFICIENCY EXAMINATION

Applicants who have reason to believe they are proficient in a subject and wish to request credit by examination must do so during the registration period. The examination may be written, oral, performance, or all of these, and may be scheduled at any time mutually convenient to the examining instructor and the student. The academic standards for credit by examination will be commensurate with the academic standards for the course; the minimum test to be similar to that which is administered at the conclusion of regularly scheduled courses. Students failing such an examination may not request a second examination. No credit by examination will be allowed if the student has previously taken the course for credit and is now attempting to raise the course grade. Decision of the examining instructor will be final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit. Hours earned through proficiency examination may not be considered when calculating hours to determine the student enrollment status (full time/part time). Example 1: Student registers for 12 credit hours (full time) and attempts and passes a 6 credit hour proficiency examination. For tuition purposes the student is charged a full time tuition fee. However, because the student passing a proficiency examination does not maintain attendance, the student may not use the 6 credit hours for calculating hour requirements for aid and benefits. Example 2: Student registers for 18 credit hours and proficiencies out of a 6 credit hour course. The student still remains in attendance for 12 credit hours and is considered full time for both aid and benefits. Example 3: Student registers for a proficiency examination and fails the examination. The student must then be in class attendance for the course.

Procedures for Credit by Examination are as follows:

- A. During the registration period, students are responsible for initiating a request to their instructor to take a proficiency exam in a specified course.
- B. The instructor evaluates the request to determine if:
 - (1) A need for proficiency exam exists;

- (2) The student has demonstrated, or there is evidence, that the student possesses skill commensurate with the request.
- C. Instructor initiates a request to the Vice President for Instruction for approval or disapproval of proficiency exam.
- D. Student is notified as to approval or disapproval.
- E. Approved proficiency exams are processed as follows:
 - (1) Students must pay for Proficiency Exams at the normal registration rate. The Registrar will initiate an appropriate registration bill and forward to the Business Office in cases where students are not enrolled in the courses for which the exam is requested.
 - (2) The instructor, after verifying enrollment or payment, administers the exam and returns the completed request to the Vice President for Instruction to indicate pass or failure of the exam.

DROP/WITHDRAWAL PROCEDURE

Drop/Add

A student may drop or add a course during the drop/add period published in the Academic Calendar. Forms are available in the Registrar's Office located in Student Development. Courses dropped during the drop/add period will not be recorded on the student's transcript.

Withdrawal Procedure

A student withdrawing from a course(s) is responsible for initiating a course withdrawal through the Registrar's Office. The instructor must initiate a withdrawal if a student does not attend a course(s) or has two consecutive weeks of absences without permission of the instructor. By the conclusion of the second week of the term any students who have not attended classes shall be dropped by the instructor.

After the drop/add period (the first five days of classes) students may be withdrawn without penalty through the fourth week of the term as published in the Academic Calendar. The grade of NA or W will be assigned by the Registrar during this period and will not be computed in the student's grade point average.

After the end of the fourth week of the term students may be withdrawn from a course(s) through the ninth week of the term (eighth week during the summer term). The grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be assigned by the instructor at the time of withdrawal. The grades of WP and WF will not be computed in the student's grade point average.

Students will not be allowed to withdraw from a course(s) during the last two weeks of the term. Instructors who initiate drops during the last two weeks of the term must assign a grade to the student from the Grading System as published in this catalog.

ACADEMIC POLICIES

COURSE SUBSTITUTION

Students may request to substitute a course required in their program of study based on particular occupational goals. Action upon such substitutions must be initiated by the student's advisor/program head who in turn forwards the request to the Departmental Chairperson and to the Vice President for Instruction. Consensus of the College officials must be reached to finalize a course substitution. A maximum of five (5) courses may be credited for any student through the course substitution method. Notification of approval of course substitutions must be submitted to the Registrar's Office.

REPEATING A COURSE

Students will be permitted to substitute the second grade made on any course in which they have previously made a grade below C. In computing the cumulative GPA for a student who has repeated a course, the hours and quality points earned the first time will be omitted from the computation and only the second earned grade, whether F or higher, will count. The first grade, F or higher, will still be recorded on the student's transcript.

Students will not be allowed to repeat for credit a course in which they have made a grade of C or above. Students repeating a course in which a grade of C or above has been earned will be classified as audit.

Students repeating courses in the Associate Degree Nursing program should refer to the "Readmission to the Nursing Program" policy under Associate Degree Nursing in the PROGRAMS OF STUDY section of this catalog.

HONORS AND AWARDS

Academic Honors

President's List — students who complete a minimum of 12 credit hours and earn a 4.0 grade point average.

Honors List — students who complete a minimum of 12 credit hours and earn at least a 3.50 grade point average with no grade lower than C, nor an incomplete.

Annual Awards

Annual awards are made at graduation to outstanding students in each of the four academic departments. These awards are made on the basis of a grade point average of 3.5 or higher, a positive attitude beyond that expected of the average student, demonstrated initiative in his/her learning experience, evidence of good citizenship, and contributions to the program or department above that of the average student.

Graduating students having a cumulative GPA of 3.5 or higher are denoted so at graduation and recognized through the wearing of gold cords.

The Dr. Charles H. Byrd Leadership Award was established by the Student Government Association in 1980 to honor the outstanding leadership

provided to the college by President Byrd. This award is presented to the graduating student who has excelled in providing leadership to fellow students, to the college and to the community.

SATISFACTORY ACADEMIC PROGRESS

All curriculum students must meet these minimum standards to be considered progressing satisfactorily toward graduation.

Credit Hours Attempted	GPA Diploma	GPA Degree	General Education
1-30	1.60	1.50	2.00
31-46	1.75	1.65	
47-62	1.90	1.75	
63-78	2.00	1.85	
79-94		1.95	
95 +		2.00	

Definitions:

Credit Hours Attempted — Total hours taken including courses with grades I and F.

GPA — Grade Point Average — Determined by dividing total quality points earned by total hours attempted.

GPA Diploma — Average for curriculums awarding diplomas.

GPA Degrees — Average for curriculums awarding Associate Degrees.

Any term the student's GPA falls below the recommended standing, the student will be placed on academic probation for the next term enrolled. The student is notified of academic probation by letter from the Registrar. The student then has the next term enrolled to achieve the GPA standing for credit hours attempted.

Failure to meet the minimum GPA during the probation term will result in the student being terminated for veteran's benefits and other areas requiring evidence of satisfactory progress. A veteran student who is dropped or withdraws from all courses when taking two or more courses will be placed on academic probation the next term enrolled.

Upon referral to Student Development for counseling, students making unsatisfactory progress may be provided other learning options or continue in a limited number of classes.

ACADEMIC PROBATION PROCEDURES

The first term the student is on academic probation, the student must earn the Grade Point Average (GPA) standard for total credit hours attempted. Failure to do so will result in the student being limited to no more than two courses or a maximum of eight credit hours during the next period of enrollment. Each term the student remains on academic probation, the student must earn better than a "C" average until the GPA standard is met. Failure to earn this average will result in academic suspension for a period of

ACADEMIC POLICIES

at least one term. Upon re-establishing the GPA standing for credit hours attempted, the student will be removed from academic probation. The Grade Point Average will be recomputed each term and the student will be notified of the exact grade points needed. If a student is on academic probation and withdraws after payment of fees for the term, that term will be counted as one of academic probation.

Example: At the end of the spring quarter, a student is placed on academic probation because the student has not earned the necessary Grade Point Average. Summer quarter, the student enrolls and withdraws after payment of fees, fall quarter this student is limited to no more than two courses or a maximum of eight hours since this is considered as the second term of academic probation.

REINSTATEMENT FROM ACADEMIC SUSPENSION

The student must request in writing to the Vice President for Student Development consideration for reinstatement after having been on suspension for a minimum of one term. The term of reinstatement, the student must earn better than a 2.00 grade point average on that term's work. Failure to do this will result in suspension for a period of one year.

If after reinstatement to a program a determination is made through counseling with the student that a change of program would be to the best interest of the student, a recommendation will be made to the Vice President for Student Development that the student be permitted to complete a Request for a Change of Program.

PROGRAM CHANGES

Students wishing to enroll in a curriculum program other than the one in which they are currently enrolled are encouraged to discuss their objectives with a counselor in Student Development. A change of program form, available in the Registrar's Office, must be completed by each student and returned to Student Development.

Credits and grades in the previous program(s) which are applied to the new program will be carried forward including the quality points earned on the courses. Courses applied to the new program in which no quality points were earned will be carried forward as hours attempted.

CATALOG OF RECORD

The catalog that is current when the student enrolls in the college is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue upon written request to the Registrar. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

CLASS ATTENDANCE

Each student is expected to attend all classes for which registered. Absences do not relieve the student's responsibility of meeting the requirements of the class. Any student missing two consecutive weeks after the first day of classes without permission of the instructor will be withdrawn. Immediately following the first week of loss of contact with a student, the instructor will determine the student's intent to continue or refer the student's name to Student Development for assistance in making this determination. After loss of contact with the student, the instructor will withdraw the student from the class.

BOOKS AND SUPPLIES

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of class. The college maintains a bookstore from which the student may purchase the necessary books and supplies. Operating hours are as follows: M-Th 8:30 a.m.-3:00 p.m. and 6:00-9:00 p.m. (the first 2 weeks of each quarter, otherwise closing hour is 3:00 p.m.) and Friday 8:30 a.m.-3:00 p.m.



ACADEMIC POLICIES

ADVISORS

Students are assigned advisors upon application for admission to Stanly Community College. Usually the advisor will be the head of each student's respective program. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term, and students are encouraged to make appointments with advisors.

It is the student's responsibility to get to know their advisor, ask questions about classes, parking, tutoring, grades, job market, etc., and work with their advisor in setting educational and career goals and planning schedules.

INCLEMENT WEATHER

During periods of inclement weather, Stanly Community College will close school when conditions are hazardous. The Vice President for Student Development will determine when classes will be canceled due to inclement weather, and contact the news media and have them announce the plan. **NOTE:** THE CLOSING OF DAY CLASSES DOES NOT MEAN THAT EVENING CLASSES WILL NOT BE HELD. SEPARATE ANNOUNCEMENTS WILL BE MADE FOR DAY AND EVENING CLASSES. Students are urged **not** to call the news media or members of the school staff. Instructional days missed for inclement weather will be made up on the days indicated in the Academic Calendar.

STUDENT RECORDS

All currently enrolled students have the right to examine their official records. The student's official records consist of school application, transcripts of previous educational training, test scores if applicable, grades and correspondence.

Stanly Community College will release the following directory information: the student's name, enrollment status, program of study, dates of attendance, degrees awarded, awards given, and participation in official activities. Any student objecting to the release of any or all of above directory information without appropriate consent must notify the Registrar in writing within ten days after the initial registration. The objection must state what information the student does not want to be classified as directory information.

Other than directory information, student records may not be released without written consent of the student except in the following situations: (a) a request from a staff or faculty member of the College who has a legitimate educational interest in the information or administrative duties required in maintaining the records; (b) in compliance with a court order or subpoena, provided the student is notified in advance of the compliance; (c) requests from other departments, educational agencies, or accrediting agencies, which have a legitimate educational interest in the information; (d) requests from officials of other schools to which the student intends to transfer or enroll provided the student is furnished with a copy, if so desired; (e) requests from

ACADEMIC POLICIES

authorized representatives of the Comptroller General of the United States, the administrative head of a federal agency in connection with an order or evaluation of federally supported education programs; (f) requests in connection with a student's application for financial aid; (g) requests from appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Official records are those records maintained by any unit of the College except those created by an individual staff or faculty member for that member's use and are not accessible to the student.

Procedures for student inspection of records:

1. Students who wish to inspect and review their records shall submit a request in writing to the Registrar.
2. Access shall be provided as soon as possible but must be within 45 days of the request.
3. The Registrar must note in the permanent folder the following information:
 - a. Name and date the access occurred.
 - b. Copies made of materials.



ACADEMIC POLICIES



Student Development, Student Life



Programs of Study

STUDENT SERVICES, STUDENT LIFE

The Student Development Office encourages each student to become fully aware of every opportunity available through Stanly Community College. Student Development includes admissions, records, guidance and counseling, testing, financial aid, student activities, placement, and follow-up.

The objectives of Student Development are to aid in selecting, entering, progressing through, and completing a course of study as students' goals indicate.

COUNSELING

A major role of Stanly Community College is to assist students in making the transition from high school and/or the world of work to the post high school institution. Individualized counseling sessions may be arranged to discuss a student's interests, aptitudes, vocational goals, or academic and personal problems. Such conferences are confidential.

Students are encouraged to come to the Counselor's office any time a problem arises which could affect their progress in their studies. Counseling services are provided in both day and evening hours.

Also, upon acceptance at the College, each student is assigned a faculty advisor who is available to help with situations related to the student's academic work. The advisor serves as a direct link between the student and the successful completion of the student's program of study.

TUTORIAL SERVICES

Free tutorial service is available to supplement classroom instruction to those students needing assistance. Tutoring is provided by Stanly Community College students, on an arranged basis, through the Counselor's office. Any student may request tutoring.

ASSESSMENT CENTER

The Assessment Center at Stanly Community College is funded through the Job Training Partnership Act (JTPA), and its services are provided to eligible JTPA students at no cost. The student can be assessed in the following areas: academic skills, interest inventory, personality assessment and aptitude assessment. Individual counseling and job placement assistance are also available for the student.

HEALTH SERVICES AND FIRST AID

Each student is required to submit a health statement (on application for admission) which becomes part of his/her permanent record.

Limited first aid services are provided through the Office of Student Development. First aid kits are maintained in the Student Development Office as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at student expense to provide necessary medical services.

HOUSING

Students in need of temporary living quarters during their studies at Stanly Community College may take advantage of the housing location assistance offered by the College. The Admissions Office of SCC maintains and periodically updates a list of available rental properties in Albemarle and neighboring towns. This list includes rental apartments, homes, mobile homes, and single rooms. Prospective students are advised to indicate on their Application for Admission Form that they would like information concerning housing. These prospective students will be contacted by the Admissions Office and a date and time will be arranged for the student to visit several rental units. The student will make the final selection as to where he or she chooses to live. Rental contracts or leases are the sole responsibility of the student. While SCC makes every effort to assist the prospective student in locating suitable housing, the College assumes no responsibility in rental agreements entered into by the student and the landlord.

JOB PLACEMENT

The Job Placement Office of Stanly Community College exists to serve the employment needs of both current and former students of the College. As they approach graduation, students of SCC are encouraged to contact their Job Placement Office for any assistance they may need in locating suitable employment. Placement services available include job referrals, resume preparation, mock or practice interviews, and printed material covering the job seeking campaign. Currently enrolled students in search of part-time employment may find local job opportunities with flexible hours.

While the College can make no guarantee that each graduate will immediately be placed in a job of his or her choosing, the Job Placement Office can be an excellent source of job leads and tips which will prove to be helpful in the job search. The Job Placement Service is located in the Student Development Office.

EXTRA-CURRICULAR ACTIVITIES

The administration, faculty and staff, in concert with the Trustees of the College, support the position that extra-curricular activities are important to the total development of the student. In this regard, students are encouraged to pursue their interests through participation in the clubs, organizations, and activities which promote social development and supplement the educational process.

STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Stanly Community College. Members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their representatives.

All extra-curricular activities are coordinated through the Student Government Association and the Office of Student Development. During the

STUDENT SERVICES, STUDENT LIFE

spring term the president is elected. Then in the fall term the student body selects all other Student Government Association executive officers and technical and vocational senators in a campus-wide election. One representative is also elected from each campus club. An administrative advisor and faculty advisors serve to assist the Student Government Association with their activities.

The Student Government Association sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and standing committees.

The President of the Student Government Association serves as a member of the Administrative Council of Stanly Community College and as an ex-officio member of the Board of Trustees. The Stanly Community College Student Government Association actively participates in the State Student Government Association.

CLUBS AND ORGANIZATIONS

Student clubs and organizations are chartered under the umbrella of the Student Government Association and represent a large number of students with diverse interests who are active on campus. These include Phi Beta Lambda, Fashion Merchandising Association, Respiratory Care Club, Nursing Club, Data Processing Club, Occupational Therapy Club, BMET Club, and the Electronics Club.

With the Student Government Association open to all students, and other clubs and organizations geared more to specific interest groups, extra classroom interests are available for the majority of Stanly Community College students.



ALUMNI ASSOCIATION

Each Stanly Community College student completing a course or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in Stanly Community College's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered. Alumni Association membership forms are available in the Student Development Office.

RECREATION

Stanly Community College has recreational equipment and facilities available on campus whereby students may participate in their leisure time in touch football, basketball, volleyball, softball, and horseshoes. The equipment may be checked out from Student Development. Billiards and television are available in the Student Lounge.

Socials, dances, cookouts and activity days are planned for both day and evening students by the Student Government Association under the supervision of the Vice President for Student Development.

STUDENT LOUNGE

Students are encouraged to use the student lounge as a place to meet, talk, eat, and relax. The lounge provides an opportunity for students, faculty, and staff to socialize in an informal atmosphere. In order to assist the maintenance staff in cleaning the lounge, the lounge is closed at 1:00 p.m. on Friday.

Hot and cold foods and beverages are available from vending machines in the Student Lounge, and a public telephone is located there.

CLASS RINGS

Stanly Community College class rings are available to all students. Students wishing to order rings should check with the Student Development Office to find out when orders will be taken. A ring sales representative will be available each quarter and times will be announced in advance. A deposit is required when the order is placed, and rings are mailed C.O.D. to the students' homes approximately 10 weeks from the date of order.

SMOKING

Smoking is allowed on the campus but is prohibited in all instructional areas. Ash trays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty, staff, and administrative offices if there is no objection by the office occupant.

PARKING

Students may use any of the paved parking areas. Parking stickers are available through the Student Development Office and must be displayed on

STUDENT SERVICES, STUDENT LIFE

the left side of the rear bumper.

A special area is designated for handicapped students and should not be used unless the vehicle has the proper identification. Permits for parking in the handicapped areas can be obtained from the Student Development Office.

Students should not park in the visitor parking in front of the administrative building. Tickets for parking violations are issued by the Business Office with a fine payable in the Business Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Stanly Community College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations which include an honest attempt at academic performance, and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

STUDENT DISCIPLINE

Students causing minor infractions of rules and regulations in the classroom will be disciplined by the instructor in charge since the instructor has authority in defining proper classroom decorum.

Other violations of conduct or regulations will be referred to the Vice President for Student Development. Some types of misconduct which are subject to disciplinary action are cheating, plagiarism, theft, damage to College property, or disruption of the educational process.

Intoxicants, including alcoholic beverages and hallucinatory drugs, are not allowed on the campus of Stanly Community College under any circumstances.

The President and Vice President for Student Development are authorized to suspend immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the College shall also be subject to immediate suspension.

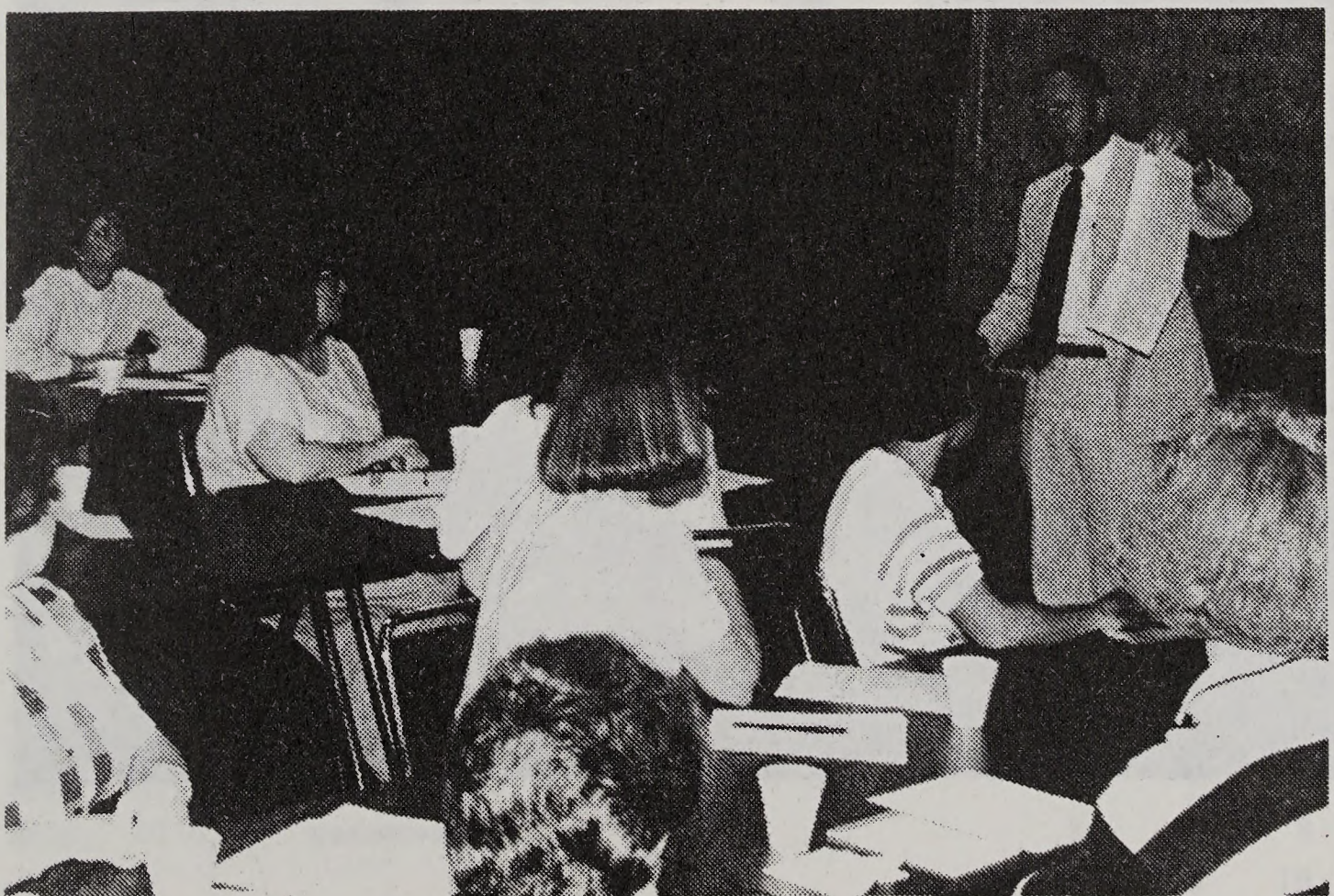
A student who has been suspended will receive a hearing with the Vice President for Student Development within five days of suspension. The hearing shall provide the student the opportunity for due process. The student may be represented by legal counsel at this hearing.

STUDENT GRIEVANCE PROCEDURE

Differences in viewpoints are natural and essential for continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity. Unresolved differences which affect students while enrolled may be classified as a grievance if the individuals involved have not, or cannot reach agreement. Grievances of students will be handled by the Vice President for Student Development who is assigned the responsibility for student welfare.

The Vice President for Student Development will verify consultation between the parties involved and render a decision. If, in the case of a student-instructor, such has not taken place, the Vice President for Student Development and the Vice President for Academic Services will assist in arranging a consultation. If there is not a resolution after consultation, the Vice President for Student Development and the Vice President for Academic Services will jointly render a decision. If the decision of the department heads is not unanimous or if the department heads are unanimous and the decision is unacceptable by the grievant, the matter will be referred to the President of the College.

The President will then call a hearing of the parties involved to include department heads of the departments in question. After review, the President will submit a decision in writing to the grievant within five days of the hearing. Decisions of the President of the College may be appealed in writing through the President to the Personnel Committee of the Board of Trustees. The Board of Trustees shall hear appeals from officials and students in the College. No appeals will be heard unless the grievant has first exhausted the administrative procedures on appeals.



PROGRAMS OF STUDY



Accounting

T 016 Associate in Applied Science Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

SUGGESTED SEQUENCE OF COURSES BY QUARTER ACCOUNTING

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
MAT	0110	Business Mathematics	6	0	6
BUS	0101	Introduction to Business	3	0	3
ECO	0102	Economics I	3	0	3
			16	4	18
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0120	Accounting I	6	0	6
ECO	0104	Economics II	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0123	Business Finance I	3	0	3
			18	0	18
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0124	Business Finance II	3	0	3
BUS	0110	Electronic Calculator	2	2	3
BUS	0121	Accounting II	6	0	6
BUS	0116	Business Law II	3	0	3
			17	2	18

PROGRAMS OF STUDY

Accounting

T 016 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
BUS	0122	Accounting III	6	0	6
BUS	0225	Cost Accounting I	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
		General Education Elective	3	0	3
			20	0	20

Fifth Quarter

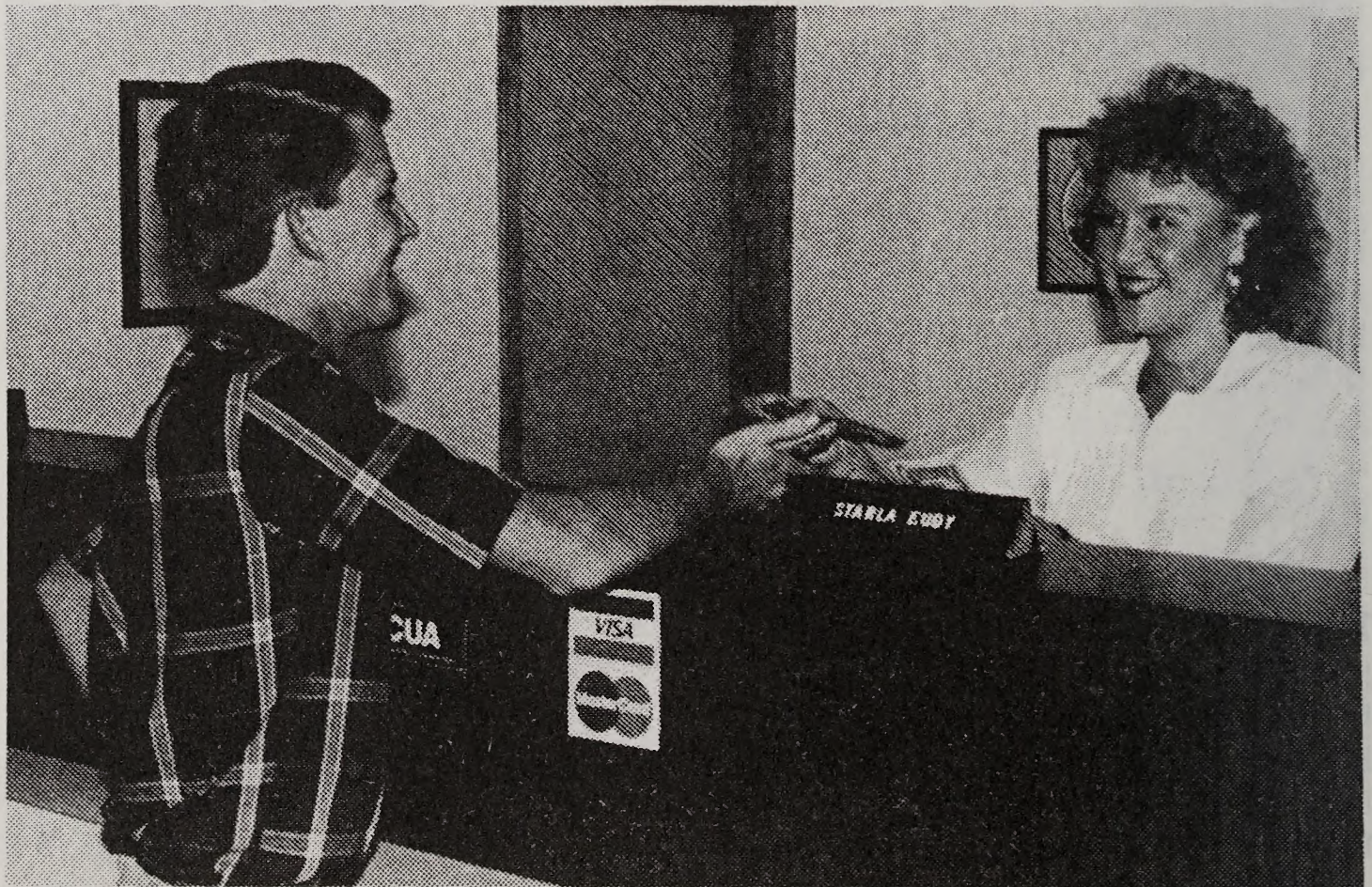
ENG	0206	Business Communication	3	0	3
BUS	0222	Intermediate Accounting I	6	0	6
BUS	0250	Payroll Accounting	3	0	3
BUS	0269	Auditing	5	0	5
BUS	0280	Small Business Management	3	0	3
			20	0	20

Sixth Quarter

BUS	0223	Intermediate Accounting II	6	0	6
BUS	0229	Income Taxes	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0271	Office Management	3	0	3
		General Education Elective	3	0	3
			21	0	21

Total Hours Required for Graduation:

115



Agricultural Business Technology

T 001 Associate in Applied Science Degree

The Agricultural Business curriculum is designed to help students acquire knowledge, understanding, and abilities in the field of agricultural business, including agricultural production. Students learn the principles of organization and management in agricultural business and industry, the application of these principles of agricultural production and the basic principles of our economic system marketing credit, price concepts, governmental policies and programs relating to agriculture. Students also gain an understanding of the agricultural sciences most essential to the production and marketing of agricultural products.

Graduates should qualify for a variety of jobs in agricultural business and industry: salesperson or store manager in farm supply stores, agricultural field service person, salesperson, demonstrator, or plant manager of food and food companies, farm products inspector, salesperson or office manager of farm products marketing firms and farm manager.

SUGGESTED SEQUENCE OF COURSES BY QUARTER AGRICULTURAL BUSINESS TECHNOLOGY

Course Title			Hours per Week		Qtr. Hrs.
			Class	Lab	Credit
First Quarter					
AGR	0125	Animal Science	3	4	5
BUS	0102	Typewriting I	1	4	3
ENG	0101	Grammar	3	0	3
MAT	0110	Business Mathematics	6	0	6
			13	8	17
Second Quarter					
AGR	0185	Soil Science & Fertilizer	3	4	5
BUS	0101	Introduction to Business	3	0	3
CHM	0101	Chemistry	3	2	4
ENG	0102	Composition	3	0	3
AGR	0145	Small Engine Repair	3	2	4
			15	8	19
Third Quarter					
AGR	0104	Introduction to Agricultural Economics	3	2	4
AGR	0170	Plant Science	3	4	5
BUS	0120	Accounting I	6	0	6
ENG	0103	Report Writing	3	0	3
			15	6	18
Fourth Quarter					
AGR	0199	Cooperative Work Experience	0	40	4

PROGRAMS OF STUDY

Agricultural Business Technology

T 001 Associate in Applied Science Degree

Fifth Quarter

AGR	0204	Farm Business Management	3	4	5
BUS	0110	Electronic Calculator	2	2	3
BUS	0121	Accounting II	6	0	6
BUS	0123	Business Finance I	3	0	3
ENG	0204	Oral Communications	3	0	3
			17	6	20

Sixth Quarter

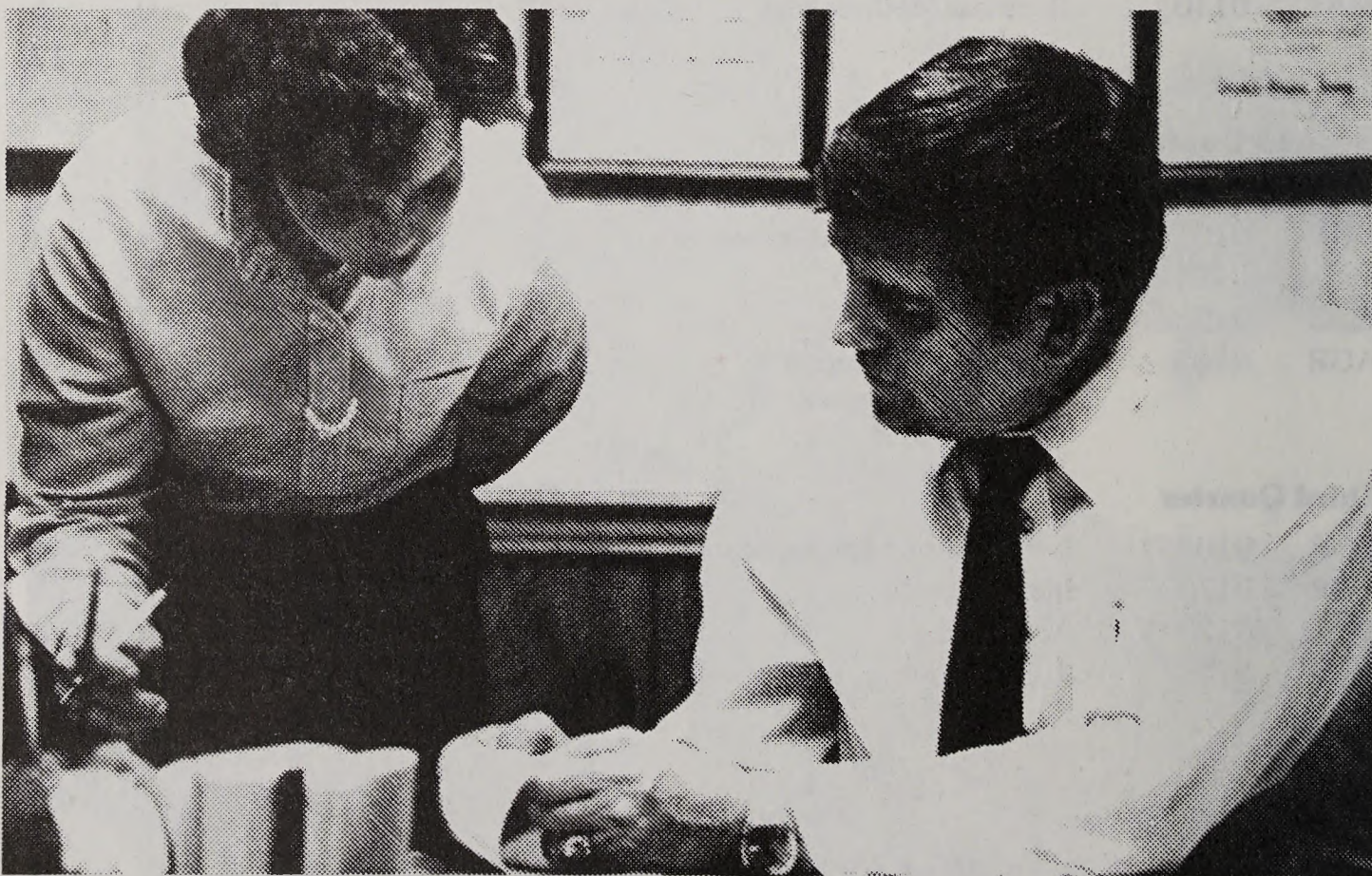
AGR	0201	Agricultural Chemicals	3	0	3
AGR	0205	Agricultural Marketing	3	4	5
BUS	0232	Sales Development	3	0	3
		Social Science Elective	3	0	3
		Elective *	3	0	3
			15	4	17

Seventh Quarter

AGR	0218	Agricultural Mechanization	3	4	5
AGR	0228	Livestock Diseases & Parasites	3	4	5
		Agricultural/Business Elective	3	0	3
		Social Science Elective	3	0	3
			12	8	16

Total Hours Required for Graduation: 111

* Elective courses must be selected with advisor's approval from the associate degree curricula.



Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; recording and reporting the results of the nursing assessment; planning, initiating, delivering, and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and recording the plan for care, nursing care given, and the patient's response to that care; and supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.



PROGRAMS OF STUDY

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE NURSING PROGRAM:

Requirements for entry to the Associate Degree Nursing (T-059) and Practical Nursing Education Curriculum Alternative (V-038)

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college chemistry, biology, and algebra with a grade of "C" or higher before entry into the program. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions.
4. Successful completion of placement evaluation with 12th grade level performance.
5. Students desiring transfer credit from other nursing programs must submit a written request for transcript evaluation to the Registrar.
6. A graduate practical nurse may be given advanced placement if he/she meets admission requirements for the Associate Degree Nursing program and:
 - a. Presents a practical nursing school transcript showing graduation from an approved practical nurse education program. The applicant's record will be evaluated by the Registrar for advanced standing.
 - b. Presents evidence of current licensure as a practical nurse.
 - c. Receives transfer credit for or successfully completed any courses required in the first three quarters before entry into the fourth quarter. All graduate practical nurses must take Nursing 201 prior to entering the fourth quarter.
7. The college reserves the right to test any applicant asking for transfer credit on any course in theory or clinical.
8. All applicants must submit three letters of reference. Practical Nurses currently or previously employed must have a work-related reference from their immediate or past supervisor. Applicants who have previously attended other nursing programs may be required to submit one reference from the previous nursing school. Relatives should not be used as references.
9. After admission requirements have been completed, the applicant will be scheduled for an interview with the Admissions Committee. This committee is composed of members of the nursing instructional staff and members of the Student Development staff.

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

10. Applicants who are selected by the Admissions Committee will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
11. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Associate Degree Nursing program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

ASSOCIATE DEGREE NURSING (REGISTERED NURSING)

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
First Quarter						
BIO	0101	Anatomy & Physiology I	4	2	0	5
PSY	0151	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	6	3	20
Second Quarter						
BIO	0102	Human Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth & Development-Life Span	3	0	0	3
MAT	0111	Drug Dosages and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20
Third Quarter						
BIO	0203	Advanced Physiology	3	0	0	3
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
NUR	0105	Pharmacology	3	0	0	3
			15	0	12	19
Fourth Quarter						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal & Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	3	0	0	3
			12	2	15	18

PROGRAMS OF STUDY

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

Fifth Quarter

NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	3	0	0	3
			11	0	15	16

Sixth Quarter

NUR	0204	Nursing Adults and Children III	6	0	15	11
ENG	0204	Oral Communications	3	0	0	3
			9	0	15	14

Seventh Quarter

NUR	0205	Nursing Adults & Children IV	6	0	15	11
NUR	0206	Nursing Seminar	2	0	0	2
		Nursing Elective	3	0	0	3
			11	0	15	16

Total Hours Required for Graduation: 123

CURRICULUM ALTERNATIVE – RETURNING PRACTICAL NURSE

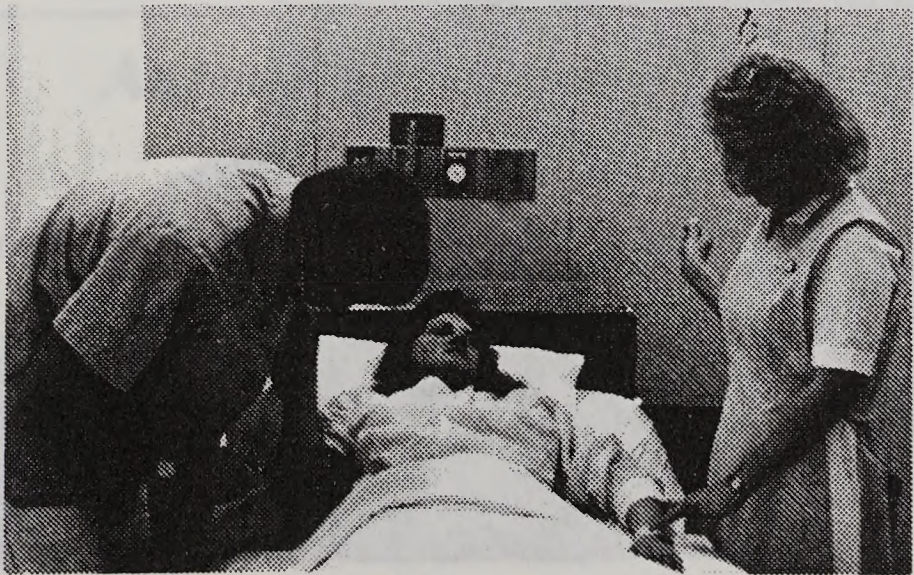
Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
Third Quarter						
NUR	0201	Nursing Process & Client Assessment	2	2	0	3
Fourth Quarter						
BIO	0204	Microbiology	3	2	0	4
NUR	0202	Maternal and Newborn Nursing	6	0	15	11
SOC	0102	Principles of Sociology	3	0	0	3
			12	2	15	18
Fifth Quarter						
NUR	0203	Mental Health Nursing	8	0	15	13
ENG	0102	Composition	3	0	0	3
			11	0	15	16
Sixth Quarter						
NUR	0204	Nursing Adults & Children III	6	0	15	11
ENG	0204	Oral Communications	3	0	0	3
			9	0	15	14
Seventh Quarter						
NUR	0206	Nursing Seminar	2	0	0	2
NUR	0205	Nursing Adults & Children IV	6	0	15	11
		*General Education Elective	3	0	0	3
			11	0	15	16

Associate Degree Nursing (Registered Nursing)

T 059 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER PRACTICAL NURSING

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
First Quarter						
BIO	0101	Anatomy & Physiology I	4	2	0	5
PSY	0151	Principles of Psychology	3	0	0	3
NUT	0101	Nutrition and Diet Therapy	3	0	0	3
NUR	0101	Nursing Fundamentals	6	4	3	9
			16	6	3	20
Second Quarter						
BIO	0102	Anatomy & Physiology II	4	2	0	5
PSY	0107	Growth and Development-Life Span	3	0	0	3
MAT	0111	Drug Dosages and Measurements	2	0	0	2
NUR	0102	Nursing Adults & Children I	6	0	12	10
			15	2	12	20
Third Quarter						
ENG	0101	Grammar	3	0	0	3
NUR	0103	Nursing Adults & Children II	6	0	12	10
NUR	0105	Pharmacology	3	0	0	3
			12	0	12	16
Fourth Quarter						
NUR	1108	Maternal and Newborn Nursing	3	0	9	6
NUR	1109	Nursing Adults & Children III	6	0	9	9
NUR	1106	Practical Nursing Seminar	3	0	0	3
			12	0	18	18
Total Hours Required for Graduation:						74



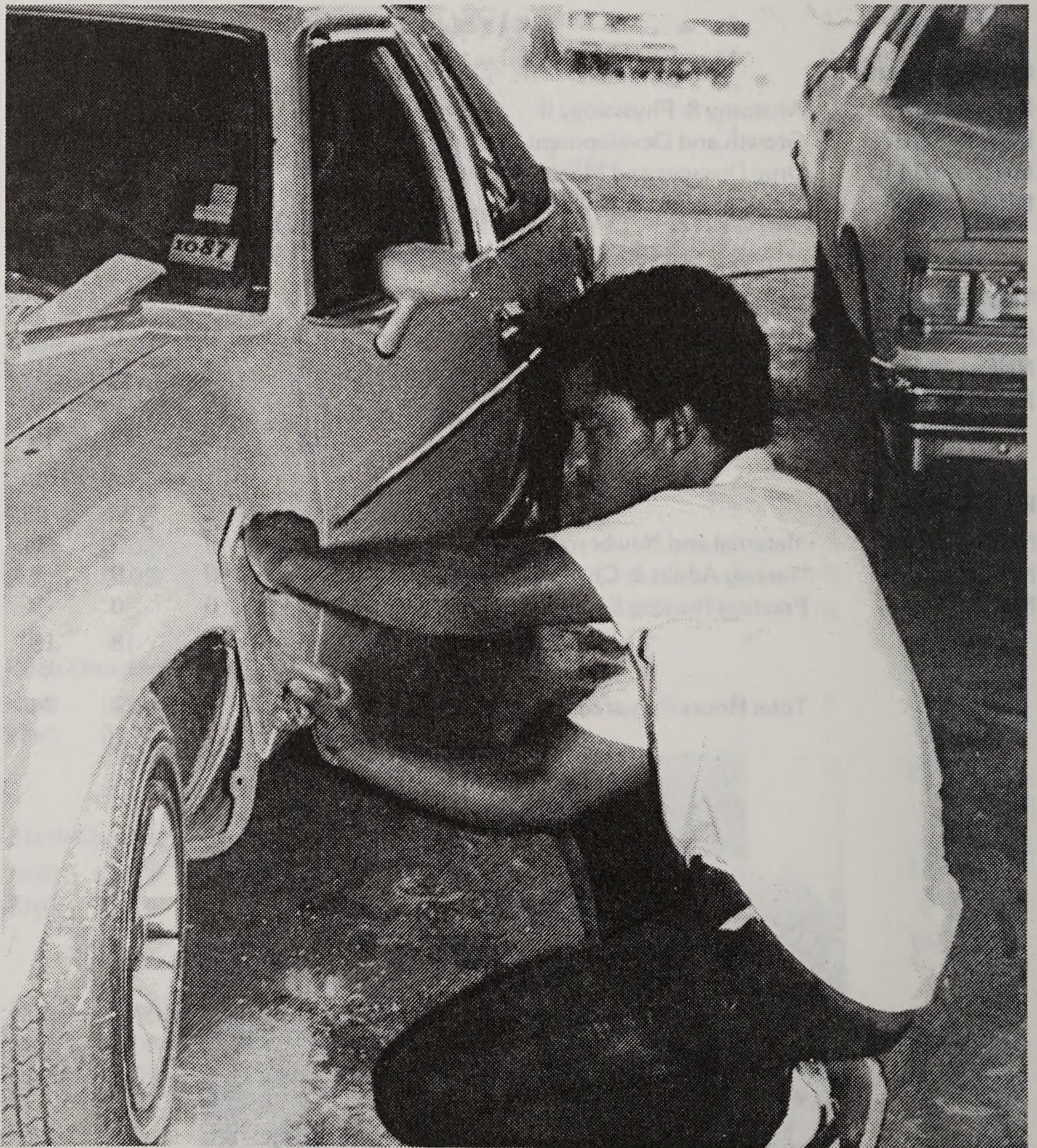
PROGRAMS OF STUDY

Automotive Body Repair

V 001 Diploma

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding, and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.



Automotive Body Repair

V 001 DIPLOMA

SUGGESTED SEQUENCE OF COURSES BY QUARTER

AUTOMOTIVE BODY REPAIR

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
AUT	1111	Auto Body Repair	6	12	10
DFT	1101	Schematics & Diagrams: Auto Body Repair	3	1	4
WLD	1101	Basic Gas Welding	1	3	2
MAT	1101	Fundamentals of Mathematics I	4	0	4
			14	16	20
Second Quarter					
AUT	1112	Auto Body Repair	6	12	10
WLD	1105	Auto Body Welding	2	6	4
AUT	1115	Trim and Glass Installation	1	3	2
			9	21	16
Third Quarter					
AUT	1113	Metal Finishing & Painting	6	12	10
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
EDP	1103	Computer Awareness	1	2	2
			13	14	18
Fourth Quarter					
AUT	1114	Body Shop Application	8	18	14
BUS	1103	Small Business Operation	3	0	3
			11	18	17
Total Hours Required for Graduation:					71

Automotive Mechanics

V 003 Diploma

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions, and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and

PROGRAMS OF STUDY

Automotive Mechanics

V 003 DIPLOMA

body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER AUTOMOTIVE MECHANICS

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
First Quarter					
PME	1101	Automotive Gas Engines	3	9	6
PME	1104	Diesel Engines	2	6	4
MAT	1101	Fundamentals of Mathematics I	4	0	4
WLD	1101	Basic Gas Welding	1	3	2
			10	18	16
Second Quarter					
PME	1102	Automotive Fuel Systems	2	6	4
PME	1103	Automotive Electrical Systems	4	12	8
PSY	1101	Human Relations	3	0	3
DFT	1102	Schematics & Diagrams: Automotive Mechanics	3	0	3
			12	18	18
Third Quarter					
AUT	1124	Automotive Power Train Systems	2	6	4
AUT	1128	Automatic Transmissions	3	9	6
ENG	1102	Communication Skills	3	0	3
AUT	1130	Machine Shop Operation	1	3	2
EDP	1103	Computer Awareness	1	2	2
			10	20	17
Fourth Quarter					
AHR	1101	Automotive Air Conditioning	3	3	4
AUT	1123	Automotive Brakes, Chassis & Suspension Systems	4	9	7
BUS	1103	Small Business Operation	3	0	3
WLD	1102	Basic Arc Welding	1	3	2
			11	15	16
Total Hours Required for Graduation:					67

Banking And Finance

T 112 Associate in Applied Science Degree

The purposes of the Banking and Finance curriculum are to prepare the individual to enter the banking and finance industries, to provide an educational program for the banking employees wanting to receive the American Institute of Banking certificate, and to provide an educational program to upgrade or retrain individuals presently employed in the banking and finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collections procedures; financial analysis; marketing and public relations.

This curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

SUGGESTED SEQUENCE OF COURSES BY QUARTER BANKING AND FINANCE

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
AIB	0201	Principles of Banking	4	0	4
MAT	0110	Business Mathematics	6	0	6
ECO	0102	Economics I	3	0	3
ENG	0101	Grammar	3	0	3
AIB	0209	Consumer Lending	3	0	3
			19	0	19
Second Quarter					
AIB	0215	Accounting Principles I	6	0	6
AIB	0206	Law and Banking: Principles	4	0	4
ECO	0104	Economics II	3	0	3
ENG	0102	Composition	3	0	3
AIB	0210	Money and Banking	4	0	4
			20	0	20
Third Quarter					
AIB	0216	Accounting Principles II	6	0	6
AIB	0207	Law and Banking: Application	4	0	4
AIB	0200	Inside Commercial Banking	4	0	4
BUS	0272	Principles of Supervision	3	0	3
ENG	0103	Report Writing	3	0	3
			20	0	20

PROGRAMS OF STUDY

Banking And Finance

T 112 Associate in Applied Science Degree

Fourth Quarter

AIB	0203	Marketing for Bankers	3	0	3
PSY	0151	Principles of Psychology	3	0	3
AIB	0205	Introduction to Commercial Lending	3	0	3
ENG	0204	Oral Communications	3	0	3
AIB	0220	Fundamentals of Bank Data Processing	5	0	5
BUS	0233	Personnel Management	3	0	3
			20	0	20

Fifth Quarter

ENG	0206	Business Communications	3	0	3
AIB	0222	Deposit Operations	4	0	4
BUS	0232	Sales Development	3	0	3
BUS	0123	Principles of Finance	3	0	3
AIB	0226	Special Topics	3	0	3
AIB	0223	BankSim	4	0	4
			20	0	20

Sixth Quarter

BUS	0229	Income Taxes	6	0	6
AIB	0224	Financial Planning for Bankers	4	0	4
BUS	0271	Office Management	3	0	3
BUS	0281	Managing Conflict in Business and Industry	3	0	3
AIB	0225	Analyzing Financial Statements	3	0	3
			19	0	19

Total Hours Required for Graduation: 118

BANKING AND FINANCE

T 112 One-Year Option

BANKING AND FINANCE

One-Year Option

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
Credit					
First Quarter					
AIB	0201	Principles of Banking	4	0	4
MAT	0110	Business Mathematics	6	0	6
ECO	0102	Economics I	3	0	3
ENG	0101	Grammar	3	0	3
AIB	0209	Consumer Lending	3	0	3
			19	0	19

Banking And Finance

T 112 Associate in Applied Science Degree

Second Quarter

AIB	0215	Accounting Principles I	6	0	6
AIB	0206	Law and Banking: Principles	4	0	4
ECO	0104	Economics II	3	0	3
ENG	0102	Composition	3	0	3
AIB	0210	Money and Banking	4	0	4
			20	0	20

Third Quarter

AIB	0216	Accounting Principles II	6	0	6
AIB	0207	Law and Banking: Application	4	0	4
AIB	0200	Inside Commercial Banking	4	0	4
BUS	0272	Principles of Supervision	3	0	3
ENG	0103	Report Writing	3	0	3
			20	0	20

Fourth Quarter

AIB	0203	Marketing for Bankers	3	0	3
PSY	0151	Principles of Psychology	3	0	3
AIB	0205	Introduction to Commercial Lending	3	0	3
ENG	0204	Oral Communications	3	0	3
AIB	0220	Fundamentals of Bank Data Processing	5	0	5
BUS	0233	Personnel Management	3	0	3
			20	0	20

Total Hours Required for Graduation: 79

BANKING AND FINANCE

T 112 Certificate Program

BANKING AND FINANCE

Certificate Program

Course Title			Hours per Week		Qtr. Hrs. Credit
			Class	Lab	
AIB	0201	Principles of Banking	4	0	4
ECO	0102	Economics I	3	0	3
AIB	0206	Law and Banking: Principles	4	0	4
AIB	0203	Marketing for Bankers	3	0	3
AIB	0215	Accounting Principles I	6	0	6
AIB	0210	Money and Banking	4	0	4
AIB	0220	Fundamentals of Bank Data Processing	5	0	5

Total Hours for Graduation: 29

PROGRAMS OF STUDY

Basic Law Enforcement Training

T 189 Curriculum Certificate Program

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail and private security.

BASIC LAW ENFORCEMENT TRAINING

T 189

Additional Admission Requirement: Applicants must be at least 21 years of age at the time of registration.

BASIC LAW ENFORCEMENT TRAINING

T 189 Curriculum Certificate Program

CJC 0100 Basic Law Enforcement Training

Credit 23 (14-27)

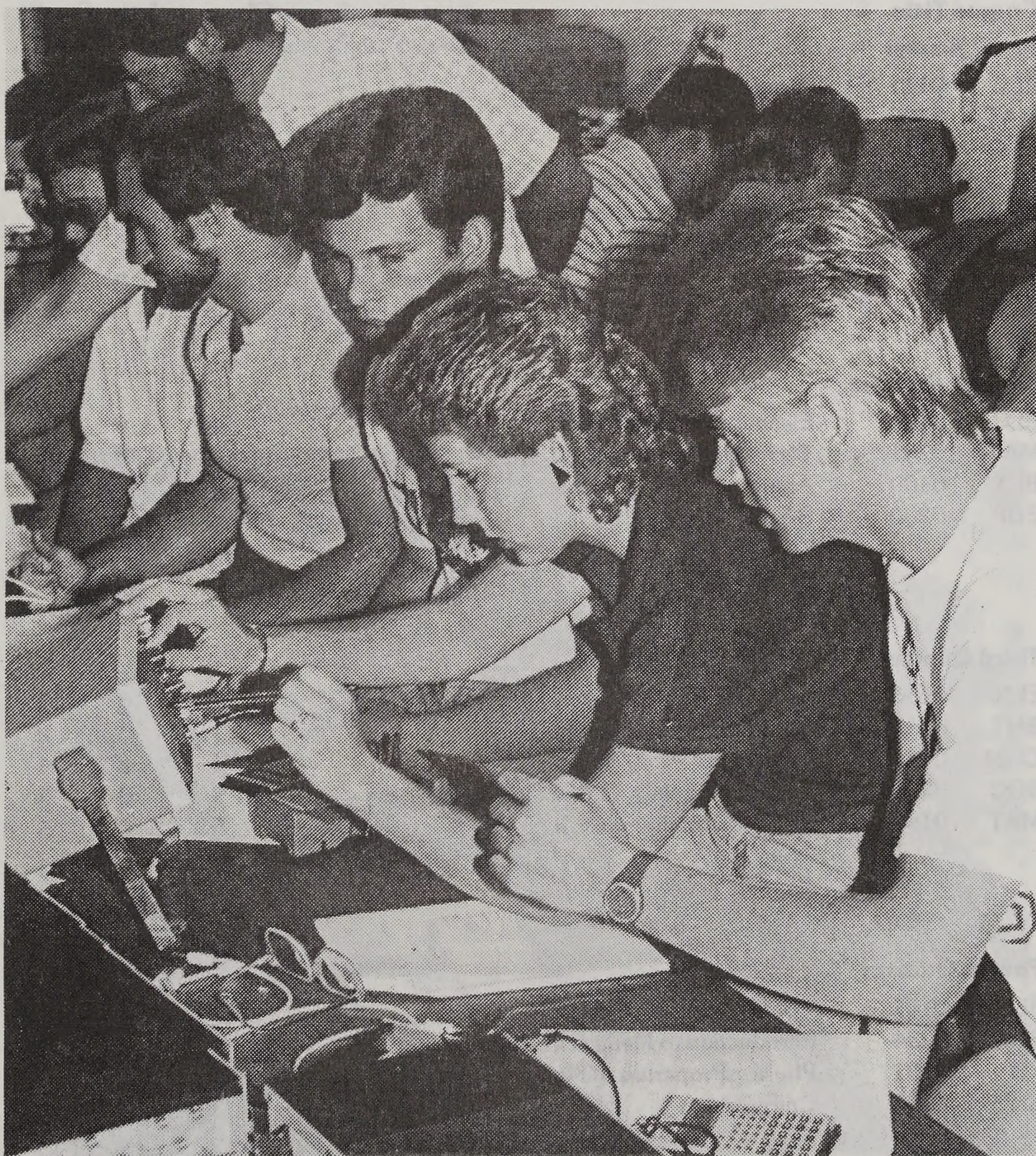
NOTE: These credits will transfer into the two-year Associate Degree Criminal Justice-Protective Services Technology curriculum.



Biomedical Equipment Technology

T 158 Associate in Applied Science Degree

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, repair, and maintain electronic equipment such as X-ray machines, incubators, electronic thermometers, pacemakers, radio frequency devices, cardiac pressure monitors, sterilizers, operating room lamps and tables, automatic culture counters, and pulmonary equipment. The biomedical technician may also be called upon to maintain or make emergency repairs on surgical equipment in the hospital operating room, to instruct hospital personnel in the correct use of equipment, and to be involved in evaluation and testing of new electromedical devices.



PROGRAMS OF STUDY

Biomedical Equipment Technology

T 158 Associate in Applied Science Degree

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER BIOMEDICAL EQUIPMENT TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
Credit					
First Quarter					
ELC	0111	Electrical Fundamentals I	4	6	6
MAT	0100	Fundamentals of Algebra	6	0	6
ENG	0101	Grammar	3	0	3
MED	0101	Medical Terminology	1	2	2
BMT	0101	BMET at Work: Introduction to the			
		Hospital and Industry	1	0	1
			15	8	18
Second Quarter					
ELC	0120	Electrical Fundamentals II	4	6	6
MAT	0101	Technical Mathematics I	5	0	5
BIO	0100	Anatomy & Physiology	4	2	5
EDP	0200	BASIC Language	3	2	4
			16	10	20
Third Quarter					
ELN	0130	Semiconductor Devices	4	6	7
BMT	0163	Laboratory Practices	1	3	2
CHM	0101	Chemistry	3	2	4
SOC	0204	Social Psychology for the Health Services	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
			16	11	21
Fourth Quarter					
ELN	0141	Control Devices	5	4	7
BMT	0234	Introduction to Medical Instrumentation	2	3	3
PHY	0101	Physics: Properties of Matter	3	2	4
ENG	0102	Composition	3	0	3
			13	9	17

Biomedical Equipment Technology

T 158 Associate in Applied Science Degree

Fifth Quarter

BMT	0224	Digital Electronics — BMT	2	6	5
BMT	0225	Microprocessors — BMT	2	6	5
BMT	0244	Medical Instrumentation I	3	4	5
BMT	0280	X-Ray Equipment I	3	4	5
			10	20	20

Sixth Quarter

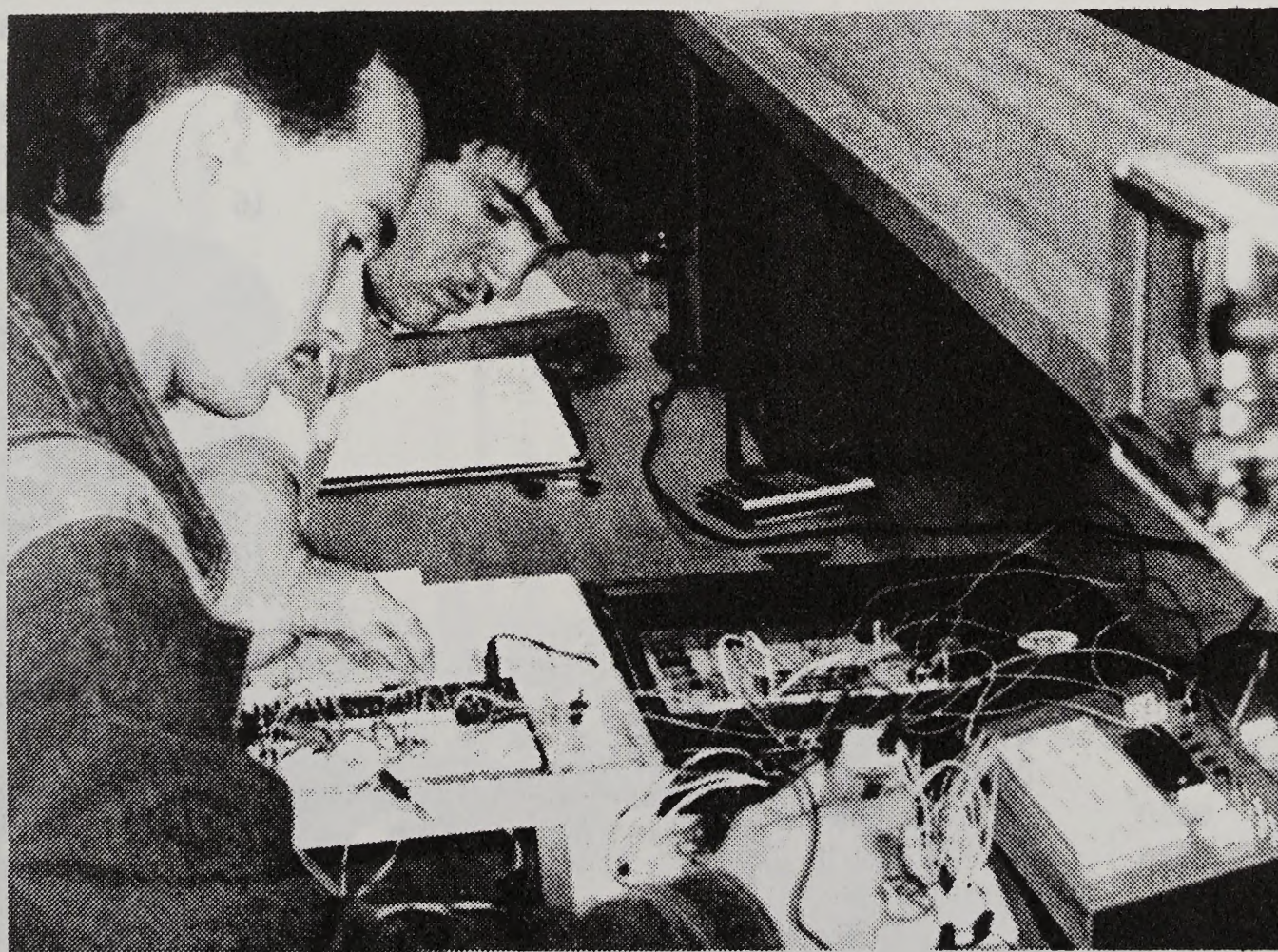
ENG	0204	Oral Communications	3	0	3
BMT	0254	Medical Instrumentation II	3	4	5
BMT	0248	Laser Fundamentals	1	2	2
BMT	0281	X-Ray Equipment II	3	4	5
BMT	0264	Biomedical Troubleshooting Techniques	3	4	5
			13	14	20

Seventh Quarter

BMT	0249	Medical Laser Equipment	2	2	3
BMT	0202	Seminar	1	0	1
BMT	0201	Internship	0	24	2
ENG	0103	Report Writing	3	0	3
		Social Science Elective	3	0	3
			9	26	12

Total Hours Required for Graduation:

128



PROGRAMS OF STUDY

Business Administration

T 018 Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and interpersonal relationships.

Through these skills and through the development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

SUGGESTED SEQUENCE OF COURSES BY QUARTER BUSINESS ADMINISTRATION

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I (or elective)	1	4	3
MAT	0110	Business Mathematics	6	0	6
ECO	0102	Economics I	3	0	3
BUS	0101	Introduction to Business	3	0	3
			16	4	18
Second Quarter					
BUS	0120	Accounting I	6	0	6
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0123	Business Finance I	3	0	3
ECO	0104	Economics II	3	0	3
			18	0	18
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0121	Accounting II	6	0	6
BUS	0124	Business Finance II	3	0	3
BUS	0110	Electronic Calculator	2	2	3
BUS	0116	Business Law II	3	0	3
			17	2	18

Business Administration

T 018 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
BUS	0122	Accounting III	6	0	6
EDP	0104	Introduction to Data Processing	5	0	5
PSY	0151	Principles of Psychology	3	0	3
BUS	0245	Retailing	3	0	3
			20	0	20

Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0250	Payroll Accounting	3	0	3
BUS	0239	Marketing	6	0	6
EDP	0200	BASIC Language	3	2	4
		Social Science or Business Elective	3	0	3
			18	2	19

Sixth Quarter

BUS	0229	Income Taxes	6	0	6
BUS	0272	Principles of Supervision	3	0	3
BUS	0299	Business Decisions	3	0	3
EDP	0217	Microcomputer Application	4	2	5
BUS	0280	Small Business Management	3	0	3
			19	2	20

Total Hours Required for Graduation: 113



PROGRAMS OF STUDY

Business Computer Programming

T 022 Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER BUSINESS COMPUTER PROGRAMMING

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
EDP	0200	BASIC Language	3	2	4
EDP	0106	Programming Techniques	4	0	4
BUS	0101	Introduction to Business	3	0	3
			18	2	19
Second Quarter					
BUS	0120	Accounting I	6	0	6
ENG	0102	Composition	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
EDP	0209	RPG II Programming	4	2	5
			19	2	20
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0121	Accounting II	6	0	6
EDP	0210	Advanced RPG II	4	2	5
		Social Science Elective	3	0	3
BUS	0100	Keyboarding	1	2	2
			17	4	19

Business Computer Programming

T 022 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
EDP	0217	Microcomputer Application	4	2	5
EDP	0108	COBOL I	4	2	5
EDP	0110	PASCAL	3	2	4
ECO	0102	Economics I	3	0	3
			17	6	20

Fifth Quarter

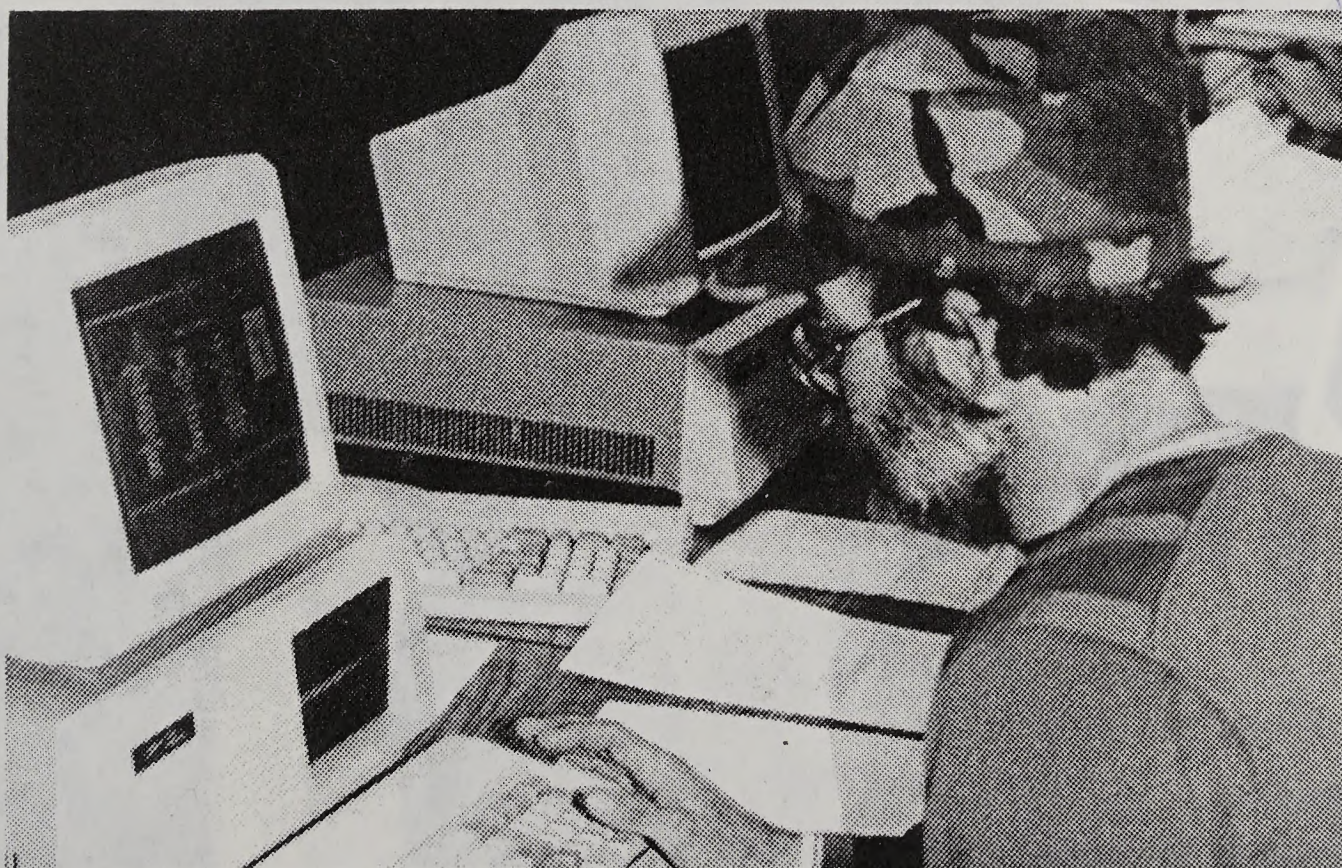
ENG	0206	Business Communications	3	0	3
EDP	0208	COBOL II	4	2	5
EDP	0206	Systems Design	5	0	5
		Technical Elective	3	2	4
		Social Science Elective	3	0	3
			18	4	20

Sixth Quarter

EDP	0207	Application Programming	4	2	5
BUS	0272	Principles of Supervision	3	0	3
EDP	0211	Operating Systems (DOS/OCL)	4	2	5
EDP	0212	Data Base Design	3	0	3
			14	4	16

Total Hours Required for Graduation: 114

* Must score in 70 percent on entrance examination or complete MAT 0150.



PROGRAMS OF STUDY

Computer Engineering Technology

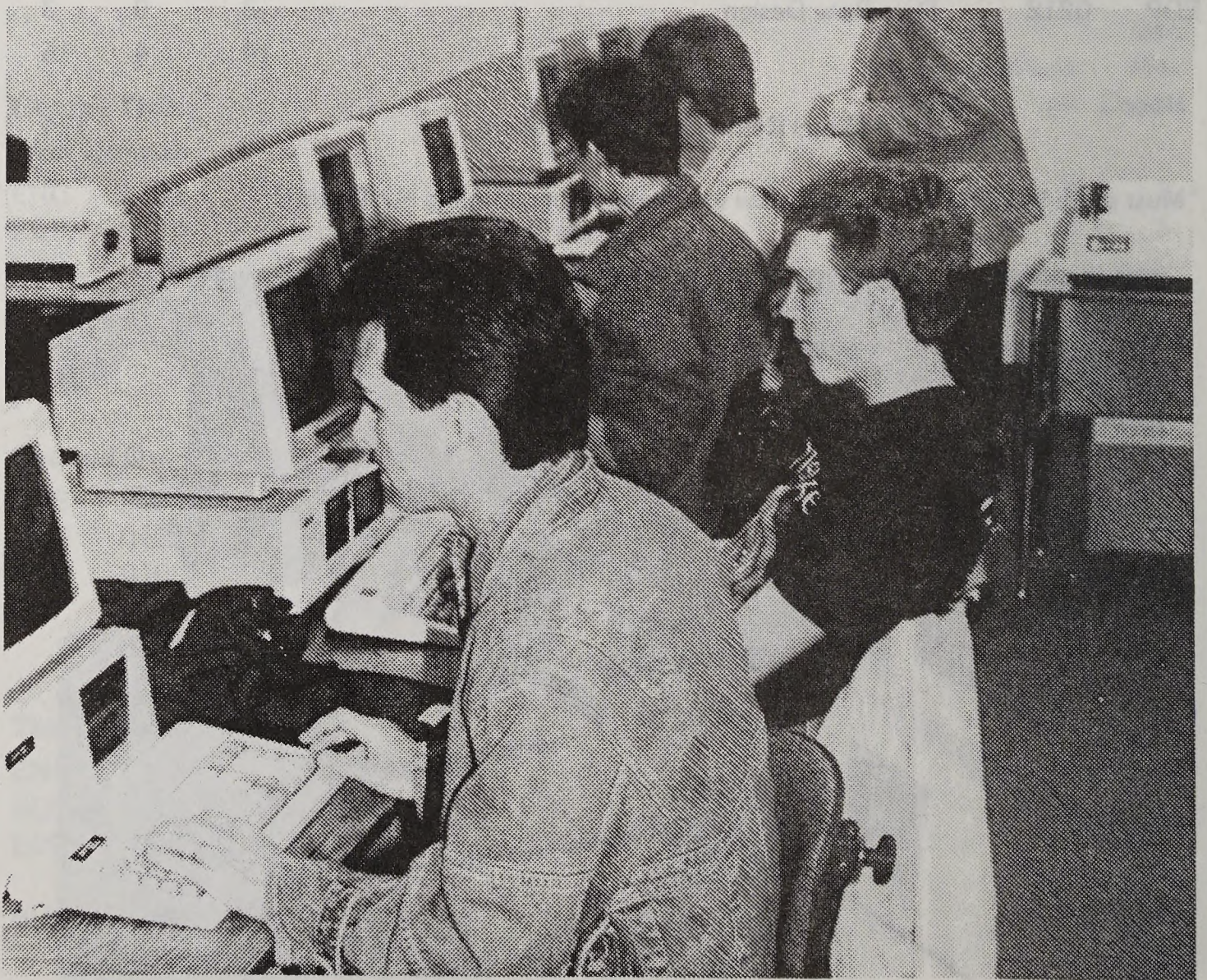
T 040 Associate in Applied Science Degree

This program is intended to provide the skills required to install, service and maintain computers, microprocessor and computer controlled equipment and computer peripheral devices.

The curriculum provides training in both the hardware and software areas of the computer field.

A sequence of introductory hardware courses provides the student with a strong background in physics, technical mathematics, electricity, electronics and digital logic circuits and concepts. Advanced course work provides a detailed study of: the logic of the central processing unit, the operation of integrated circuits in the central processing units, the operation and use of integrated circuit memory devices and the interfacing of the central processing unit to memory devices. Additional studies cover interfacing the central processing unit to external devices using both serial and parallel data transfer, the operation of large scale integration programmable interface units and their interfacing with the central processing unit, and the operation of computer peripheral devices such as video displays, printers, floppy disk storage systems, magnetic tape units, keyboards and the techniques of converting signal between the analog and digital forms.

The programming course work provides a sequence of study stressing



Computer Engineering Technology

T 040 Associate in Applied Science Degree

good program design techniques, structured programming and program documentation. Rather than being familiar with a large number of programming languages, the student is expected to learn well a highly structured language, such as Pascal, and an assembly language. The importance of assembly language to the understanding of the operation of the central processing unit and the related computer units is stressed. Computer operating system concepts are discussed to provide a unified view of the hardware and software aspects of the computer system.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER COMPUTER ENGINEERING TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ELC	0111	Electrical Fundamentals I	4	6	6
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
CET	0100	Introduction to Micro/Mini Computers	2	2	3
			15	8	18
Second Quarter					
ELC	0120	Electrical Fundamentals II	4	6	6
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
CET	0103	C Programming Language	2	6	5
			14	12	19
Fourth Quarter					
ELN	0141	Control Devices	5	4	7
CET	0120	Computer Circuits I	3	4	5
CET	0214	Computer Technology I	2	4	4
CAD	0201	Introduction to Computer-Aided Design	2	6	4
			12	18	20
Third Quarter					
ELN	0130	Semiconductor Devices	4	6	7
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
CET	0104	C/Unix Programming	2	6	5
			14	12	20

PROGRAMS OF STUDY

Computer Engineering Technology

T 040 Associate in Applied Science Degree

Fifth Quarter

CET	0235	Machine/Assembly Language Program	3	4	5
CET	0241	Computer Circuits II	3	2	4
CET	0250	Computer Technology II	2	4	4
		Social Science Elective	3	0	3
			11	10	16

Sixth Quarter

CET	0221	Computer Architecture	2	4	4
CET	0231	Operating Systems	2	4	4
CET	0233	Special Topics	4	0	4
ENG	0204	Oral Communications	3	0	3
			11	8	15

Seventh Quarter

CET	0240	Fabrication Techniques and Construction Project	2	4	4
CET	0270	Computer & Peripherals Maintenance	2	4	4
		Technical Elective*	2	4	4
		Social Science Elective	3	0	3
			9	12	15

Total Hours Required for Graduation: 123

* Technical Elective must be approved by program head

Computer Operations

V 012 Diploma

The Computer Operations curriculum is designed to prepare the individual for gainful employment as a computer operator. This objective is fulfilled through study and application in areas such as data processing concepts and equipment, computer console operations and data processing applications with related study in mathematics, communications and business-related courses.

Graduates may find employment in businesses and industries as computer and terminal operators or other related jobs in the computer/operations area.

Computer Operations

V 012 Diploma

ADDITIONAL ADMISSION REQUIREMENT:

Completion of the placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

SUGGESTED SEQUENCE OF COURSES BY QUARTER COMPUTER OPERATIONS

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
BUS	0101	Introduction to Business	3	0	3
EDP	0200	Basic Language	3	2	4
MAT	0110	Business Mathematics	6	0	6
			20	2	21
Second Quarter					
EDP	0106	Programming Techniques	4	0	4
ENG	0102	Composition	3	0	3
BUS	0100	Keyboarding	1	2	2
EDP	0100	Computer Operations I	2	2	3
EDP	0209	RPG II Programming	4	2	5
			14	6	17
Third Quarter					
ENG	0103	Report Writing	3	0	3
EDP	0101	Computer Operations II	3	2	4
EDP	0211	Operating Systems (DOS/OCL)	4	2	5
BUS	0120	Accounting I	6	0	6
			16	4	18
Fourth Quarter					
EDP	0110	PASCAL	3	2	4
EDP	0105	Computer Operation Techniques	4	2	5
EDP	0204	Systems Study	3	0	3
			10	4	12
Total Hours Required for Graduation:					68

PROGRAMS OF STUDY

Cosmetology

V 009

Diploma Program Offered through Albemarle College of Cosmetology, Monroe Beauty College, and Concord Beauty College

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

SUGGESTED SEQUENCE OF COURSES BY QUARTER COSMETOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
COS	1001	Cosmetology Study/Practice I	5	32	15
ENG	1102	Communications Skills	3	0	3
			8	32	18
Second Quarter					
COS	1002	Cosmetology Study/Applications II	5	32	15
PSY	1101	Human Relations	3	0	3
			8	32	18
Third Quarter					
COS	1003	Cosmetology Study/Applications III	5	32	15
BUS	1103	Business Operations	3	0	3
			8	32	18
Fourth Quarter					
COS	1004	Cosmetology Study/Applications IV	5	32	15
BUS	1104	Cosmetic Sales and Marketing	3	0	3
			8	32	18
Total Hours Required for Graduation:					72

Cosmetology

V 009

Part A

COS 1001A	Cosmetology Study/Practice I	5	12	9
COS 1002A	Cosmetology Study/Applications II	5	12	9
COS 1003A	Cosmetology Study/Applications III	5	12	9
COS 1004A	Cosmetology Study/Applications IV	5	12	9

Part B

COS 1001B	Cosmetology Study/Practice I	0	20	6
COS 1002B	Cosmetology Study/Applications II	0	20	6
COS 1003B	Cosmetology Study/Applications III	0	20	6
COS 1004B	Cosmetology Study/Applications IV	0	20	6



PROGRAMS OF STUDY

Criminal Justice Protective Services Technology

T 129 Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

SUGGESTED SEQUENCE OF COURSES BY QUARTER CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
CJC	0115	Criminal Law I	3	0	3
CJC	0101	Introduction to Criminal Justice	5	0	5
MAT	0110	Business Mathematics	6	0	6
			18	4	20

Criminal Justice-Protective Service Technology

T 129 Associate in Applied Science Degree

Second Quarter

ENG	0102	Composition	3	0	3
SOC	0102	Principles of Sociology	3	0	3
CJC	0203	Introduction to Corrections	5	0	5
CJC	0216	Criminal Law II	3	0	3
EDP	0103	Computer Awareness	1	2	2
			15	2	16

Third Quarter

ENG	0103	Report Writing	3	0	3
CJC	0210	Criminal Investigation	5	0	5
CJC	0238	Principles of Correctional Administration	3	0	3
CJC	0206	Community Relations	3	0	3
CHM	0101	Chemistry	3	2	4
			17	2	18

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
CJC	0205	Criminal Evidence	5	0	5
CJC	0225	Criminal Procedure	5	0	5
PSY	0107	Human Growth & Development	3	0	3
POL	0250	American Government	3	0	3
			19	0	19

Fifth Quarter

CJC	0110	Juvenile Delinquency	5	0	5
CJC	0102	Introduction to Criminology	5	0	5
PSY	0151	Principles of Psychology	3	0	3
CJC	0256	Victimology	3	0	3
		Social Science Elective	3	0	3
			19	0	19

Sixth Quarter

CJC	0220	Police Organization & Administration	5	0	5
CJC	0255	Deviant Behavior	5	0	5
PSY	0206	Applied Psychology	3	0	3
CJC	0259	Domestic & International Terrorism			
		in Law Enforcement	3	0	3
		Social Science Elective	3	0	3
			19	0	19

Total Hours Required for Graduation:

111

PROGRAMS OF STUDY

Early Childhood Associate

T 073 Associate in Applied Science Degree

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

EARLY CHILDHOOD ASSOCIATE

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
HED	0120	First Aid	3	0	3
PSY	0151	Principles of Psychology	3	0	3
EDU	0150	Seminar Practicum	1	10	2
EDU	0234	Creative Activities for Young Children	3	0	3
EDU	0153	PreSchool Education	3	0	3
			16	10	17
Second Quarter					
ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0151	Seminar Practicum	1	10	2
EDU	0232	Physical Activities for Young Children	3	0	3
EDU	0260	Communication Skills/Social Studies Methods for Young Children	3	0	3
			13	10	14
Third Quarter					
ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0152	Seminar Practicum	1	10	2
EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	3	0	3
			16	10	17

Early Childhood Associate

T 073 Associate in Applied Science Degree

Fourth Quarter

MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17

(A one-year diploma may be offered at the completion of the above courses)

Fifth Quarter

SCI	0101	General Science	2	2	3
EDU	0252	Seminar Practicum	1	10	2
EDU	0211	Administration for Operators of Facilities for Young Children	3	0	3
ENG	0204	Oral Communications	3	0	3
		Social Science Elective	3	0	3
			12	12	14

Sixth Quarter

EDU	0202	Seminar Practicum	1	10	2
BUS	0280	Small Business Management	3	0	3
PSY	0201	Human Growth and Development: Middle Childhood and Adolescence	3	0	3
MAT	0153	Basic Mathematics	3	0	3
EDU	0212	Current Issues in Day Care	3	0	3
RED	0101	Introduction to Reading	2	0	2
			15	10	16

Seventh Quarter

SOC	0102	Principles of Sociology	3	0	3
ENG	0103	Report Writing	3	0	3
NUT	0102	Nutrition for Young Children	3	0	3
EDU	0203	The Exceptional Child	3	0	3
SOC	0211	Marriage and Family	3	0	3
			15	0	15

Total Hours Required for Graduation
(One-year Diploma):

65

Total Hours Required for Graduation:

110

PROGRAMS OF STUDY

Early Childhood Associate

One-Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
HED	0102	First Aid	3	0	3
PSY	0151	Principles of Psychology	3	0	3
EDU	0150	Seminar Practicum	1	10	2
EDU	0234	Creative Activities for Young Children	3	0	3
EDU	0153	PreSchool Education	3	0	3
			16	10	17
Second Quarter					
ENG	0102	Composition	3	0	3
PSY	0105	Human Growth & Development: Prenatal & Infant	3	0	3
EDU	0151	Seminar Practicum	1	10	2
EDU	0232	Physical Activities for Young Children	3	0	3
EDU	0260	Communication Skills/Social Studies Methods for Young Children	3	0	3
			13	10	14
Third Quarter					
ENG	0210	Children's Literature	3	0	3
PSY	0106	Human Growth & Development: Early Childhood	3	0	3
EDU	0152	Seminar Practicum	1	10	2
EDU	0154	Curriculum Planning and Design	3	0	3
EDU	0261	Behavioral Management	3	0	3
EDU	0204	Parent Education	3	0	3
			16	10	17
Fourth Quarter					
MUS	0210	Music for Young Children	3	0	3
EDU	0251	Seminar Practicum	1	10	2
SOC	0128	Community Resources	3	0	3
EDU	0155	Curriculum Planning and Design Application	3	2	4
EDU	0206	Children in Crisis	2	0	2
		Social Science Elective	3	0	3
			15	12	17

Total Hours Required for Diploma:

65

Electromechanical Technology

T 039 Associate in Applied Science Degree

Advances in both manufacturing and maintenance techniques over the past decade have made it necessary to bridge the gap between electronics and mechanics with a technician versed in both disciplines. This type technician eliminates many communication and specialty problems and provides a highly efficient individual who can approach electromechanical problems, analyze the situation, find a solution, and actually perform the service; thus requiring only one technician instead of two or more. This curriculum provides courses to give the student a background in electricity/electronics, mechanical operations and functions, and in electromechanical systems covering such devices as computers, servomechanisms and numerical control systems.

The electromechanical technician may fabricate, test, analyze and adjust precision electromechanical instruments such as temperature probes and aerodynamic probes; use hand tools and metal working machines; install electrical assemblies and hardware; and test assembled instruments according to analysis. The electromechanical technician has employment possibilities with industry and business in maintenance, production, research, development or sales as an engineering assistant, engineering aide or field engineer.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER ELECTROMECHANICAL TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
ELC	0111	Electrical Fundamentals I	4	6	6
			13	6	15
Second Quarter					
EDP	0200	BASIC Language	3	2	4
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
ELC	0120	Electrical Fundamentals II	4	6	6
			15	8	18

PROGRAMS OF STUDY

Electromechanical Technology

T 039 Associate in Applied Science Degree

Third Quarter

CAD	0201	Introduction to Computer-Aided Design	2	6	4
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
ELN	0130	Semiconductor Devices	4	6	7
			14	12	19

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
PHY	0101	Physics: Properties of Matter	3	2	4
MEC	0100	Machine Practices	2	3	3
ELN	0141	Control Devices	5	4	7
			13	9	17

Fifth Quarter

MEC	0107	Applied Mechanics	5	0	5
ELM	0211	Electromechanical Devices	3	4	5
MEC	0110	Fundamental Mechanisms	2	4	4
		Social Science Elective	3	0	3
			13	8	17

Sixth Quarter

PHY	0104	Physics: Light and Sound	3	2	4
ELN	0210	Digital Fundamentals I	3	4	5
ELM	0212	Control System Technology I	3	4	5
MEC	0235	Hydraulics and Pneumatics	3	2	4
		Social Science Elective	3	0	3
			15	12	21

Seventh Quarter

ELN	0211	Microprocessors I	3	6	6
ELM	0213	Control System Technology	3	4	5
ELN	0233	Special Topics	4	0	4
			10	10	15

Total Hours Required for Graduation:

122

Electronics Engineering Technology

T 045 Associate in Applied Science Degree

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER ELECTRONICS ENGINEERING TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
MAT	0100	Fundamentals of Algebra	6	0	6
EDP	0217	Microcomputer Application	4	2	5
ELN	0100	Professional Development for EET Students	2	0	2
ELC	0111	Electrical Fundamentals I	4	6	6
			19	8	22
Second Quarter					
ENG	0102	Composition	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
ELC	0120	Electrical Fundamentals II	4	6	6
EDP	0200	BASIC Language	3	2	4
			15	8	18
Third Quarter					
ENG	0103	Report Writing	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
CAD	0201	Introduction to Computer-Aided Design	2	6	4
ELN	0130	Semiconductor Devices	4	6	7
			14	12	19

PROGRAMS OF STUDY

Electronic Engineering Technology

T 045 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
PHY	0101	Physics: Properties of Matter	3	2	4
ELN	0140	Electronic Instrumentation	1	2	2
ELN	0141	Control Devices	5	4	7
			12	8	16

Fifth Quarter

ELN	0210	Digital Combinational Systems	2	4	4
ELN	0211	Microprocessor Based Electronic Systems	2	6	5
ELN	0212	Communication Systems	2	2	3
PHY	0102	Physics: Work, Energy, Power	3	2	4
			9	14	16

Sixth Quarter

ELN	0220	Digital Sequential Systems	3	4	5
ELN	0231	Microprocessor Based System Troubleshooting	4	4	6
ELN	0222	Linear I. C. and Pulse Shaping	3	2	4
PHY	0104	Physics: Light and Sound	3	2	4
			13	12	19

Seventh Quarter

ELN	0221	Microcomputer Interfacing	4	4	6
ELN	0232	Electronic Design Project	0	6	3
ELN	0233	Laser Technology & Fiber Optics	2	2	3
		Social Science Elective	3	0	3
		Social Science Elective	3	0	3
			12	12	18

Total Hours Required for Graduation:

128



Fashion Merchandising and Marketing

T 143 Associate in Applied Science Degree

The Fashion Merchandising and Marketing curriculum is designed to provide individuals with fundamental skills in fashions and merchandising activities. The individual will become familiar with the properties, characteristics and construction of fabrics, leather, fur, millinery, wigs, jewelry and cosmetics. Emphasis will be placed on selling techniques, buying, merchandising, displaying, pricing and stock planning and control.

Employment opportunities as assistant buyers, buyers, fashion coordinators, fashion stylists, indoor display specialists, merchandise clerks and store managers or owners will be available in department stores and specialty stores, wholesale and manufacturing firms, buying offices and advertising agencies.

SUGGESTED SEQUENCE OF COURSES BY QUARTER FASHION MERCHANDISING AND MARKETING

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
MAT	0110	Business Mathematics	6	0	6
BUS	0101	Introduction to Business	3	0	3
FAS	0101	Introduction to Fashion			
		Merchandising/Marketing	3	0	3
TEX	0100	Fabric Science I	3	0	3
			18	0	18
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0115	Business Law I	3	0	3
BUS	0220	Personal Development	3	0	3
ART	0125	Fundamentals of Art & Design	2	2	3
FAS	0103	Fashion Accessories	3	0	3
FAS	0102	Elements & Coordination of Fashion	3	0	3
			17	2	18
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0110	Electronic Calculator	2	2	3
FAS	0108	Fashion Salesmanship	3	0	3
HUM	0110	History of Costume	3	0	3
BUS	0280	Small Business Management	3	0	3
FAS	0215	Fashion Merchandising Field Study	3	0	3
		(* or approved elective)			
			17	2	18

PROGRAMS OF STUDY

Fashion Merchandising and Marketing

T 143 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
DMK	0260	Commercial Display Design	3	2	4
EDP	0103	Computer Awareness	1	2	2
FAS	0210	Fashion Sales Promotion I	3	2	4
FAS	0209	Modeling (* or approved elective)	2	2	3
			12	8	16

Fifth Quarter

DMK	0240	Merchandise Planning and Control	4	0	4
FAS	0211	Fashion Sales Promotion II	3	2	4
ENG	0206	Business Communications	3	0	3
SSC	0303	Organizations and the Parliamentary Process	3	0	3
BUS	0239	Marketing	6	0	6
			19	2	20

Sixth Quarter

FAS	0104	Fashion Sketching	2	2	3
FAS	0208	Applied Fashion Merchandising	1	4	3
DMK	0249	Fashion Buying and Merchandising	3	0	3
BUS	0219	Credit Procedures and Problems	3	0	3
PSY	0206	Applied Psychology	3	0	3
			12	6	15

Total Hours Required for One Year Diploma: 64

Total Hours Required for Graduation: 105



Fashion Merchandising and Marketing

One-Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
FAS	0101	Introduction to Fashion	3	0	3
FAS	0210	Fashion Sales Promotion I	3	2	4
TEX	0100	Fabric Science I	3	0	3
MAT	0110	Business Mathematics	6	0	6
			18	2	19
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0220	Personal Development	3	0	3
FAS	0102	Elements and Coordination of Fashion	3	0	3
DMK	0240	Merchandise Planning and Control	4	0	4
BUS	0239	Marketing	6	0	6
			19	0	19
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0280	Small Business Management	3	0	3
FAS	0108	Fashion Salesmanship	3	0	3
FAS	0215	Fashion Merchandising Field Study (or approved elective)	3	0	3
DMK	0249	Fashion Buying and Merchandising	3	0	3
			15	0	15
Fourth Quarter					
ENG	0206	Business Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
ENG	0204	Oral Communications	3	0	3
BUS	0110	Electronic Calculator	2	2	3
			9	4	11
Total Hours Required for Diploma:					64

PROGRAMS OF STUDY

General Education

The General Education curriculum at Stanly Community College offers a two-year program consisting of general interest courses and a basic program of liberal arts studies. The flexibility of the program provides for specialization in various areas of student interest as well as the completion of two years of college level work. A broad spectrum of electives encompassing the subject areas of literature, philosophy, science, languages, art, music, and physical education is available to balance the scope of educational offerings of the college. The number of required courses is kept to a minimum in order to allow the student and his/her academic advisor to design a personal curriculum which meets the student's specific educational goals.

Minimum entrance requirements for the General Education program will include a high school diploma or GED certificate. Transcripts of all secondary (high school) and post secondary (college) credits must be requested by the applicant and sent to the Office of Admissions at Stanly Community College. New student applicants are required to take a standardized placement examination prior to enrollment in this curriculum program. Test results will be used to determine which, if any, developmental courses may need to be completed prior to enrollment in related first quarter subjects. Each General education student is offered special assistance in tailoring an educational program particularly suited to his/her personal goals and aspirations. Adults who want to explore a subject for their own enrichment and pleasure may enroll as special students and elect to take one or two courses per quarter during the day or evening.

Students completing 96 quarter hours of credit in General Education while maintaining a grade point average of 2.0 will be awarded an Associate Degree in General Education. Students who have received or are candidates to receive other associate degrees are not eligible to be awarded an Associate in General Education.

The General Education program seeks to provide the vehicle by which all individuals may expand their knowledge of the world, enrich their personal lives, or broaden their interest through exposure to new areas of learning.

GENERAL EDUCATION

G 020 Associate in Applied Science Degree

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
MAT	0100	Fundamentals of Algebra	6	0	6
ENG	0101	Grammar	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			15	0	15

General Education

Second Quarter

ENG	0102	Composition	3	0	3
PED	0101	Adult Fitness and Physical Conditioning	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			15	0	15

Third Quarter

ENG	0211	Modern American Literature	3	0	3
ART	0101	Art Appreciation	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			15	0	15

Fourth Quarter

HIS	0103	North Carolina History	3	0	3
BIO	0210	Ecology	3	0	3
DRA	0101	Introduction to Drama	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			18	0	18

Fifth Quarter

GEO	0101	Introduction to Geology	3	0	3
PSY	0208	Social Psychology	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			18	0	18

Sixth Quarter

REL	0101	Religious Thought in the 20th Century	3	0	3
MUS	0201	Survey of American Music	3	0	3
		Elective	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			15	0	15

Total Hours Required for Graduation: 96

PROGRAMS OF STUDY

General Education College Parallel Program

A contractual agreement between Stanly Community College and the University of North Carolina at Charlotte offers students an opportunity to complete college transfer credit courses in general education on the Stanly Community College campus in Albemarle.

The program consists of college credit courses in general education which meet the requirements of the university, UNC-Charlotte.

After satisfactory completion of courses offered, students may transfer to the University of North Carolina at Charlotte or other colleges and universities. A student wishing to become a degree candidate at the University must complete a Transfer Request Form with the Registrar at Stanly Community College. Only those students with a GPA of 2.0 or higher will be eligible for transfer to UNC-Charlotte. Students wishing to transfer to other colleges and universities should consult with appropriate officials at these colleges about their individual majors, class standing, and credits allowed to transfer.

This program operates on the semester calendar. Courses are offered on a full-time basis during the day with selected courses being offered during evening hours. All credits and grades earned by students enrolled will be recorded on the University transcript.

The general regulations at both the University of North Carolina at Charlotte and Stanly Community College apply to students enrolled in this program.

GENERAL ADMISSION REQUIREMENTS

Applicants seeking admission to the General Education College Program must (1) submit a Stanly Community College Application for Admission form to the Admissions Office of SCC, (2) request that transcripts of all high school and post high school academic work be sent directly to the Admissions Office of SCC, and (3) complete Stanly Community College's placement evaluation upon notification. In addition, candidates should have completed (or have in progress) a college preparatory, secondary school program which includes four units of English; three units of math including Algebra I, Algebra II, and geometry; two units of social studies including one unit of U.S. History; and three units of science including one physical science, one biological science, and one laboratory course. Student performance should reflect a grade of "C" or better.

Admission policies are sufficiently flexible to permit the admission of most students with unusual or extenuating circumstances. Applicants are considered on an individual basis and on their own merit. Final decision will be based on judgment as to whether the applicant has a reasonable chance of successfully completing an academic program. The Admissions Committee for the University of North Carolina at Charlotte-Stanly Community College General Education College Program shall include but not necessarily be limited to the Directors of Admissions of the University of North Carolina at Charlotte and Stanly Community College.

Special credit students may attempt one semester of credit prior to meeting all the admission requirements and will be registered through the normal procedures at Stanly Community College.

ADDITIONAL ADMISSION REQUIREMENTS

Evidence of successful completion of the following must be submitted:

- * Four (4) units of English, emphasizing grammar, composition, and literature.
- * Three (3) units of mathematics including Algebra I, Algebra II, and geometry, or a higher level math course for which Algebra II is a prerequisite.
- * Two (2) units of social studies including one unit in U.S. History.
- * Three (3) units in science including one unit in a physical science, one unit in a life science, and one laboratory course.

It is recommended that applicants have completed at least two (2) units in one foreign language.

Decisions regarding the admission of applicants lacking the above requirements will be made on an individual basis by the Director of Admissions at Stanly Community College.

GENERAL EDUCATION COLLEGE PROGRAM

Course Title			Semester Hours
BIOL	1110	Principles of Biology	4
ENGL	1101	English Composition	3
ENGL	1102	Composition and Literature	3
ESCI	1101	Earth Science — Geography	4
HIST	1160	U.S. History I	3
HIST	1161	U.S. History II	3
MATH	1101	Finite Mathematics	3
MATH	1120	Calculus	3
PSYC	1101	General Psychology	3
SOCY	1101	Introduction to Sociology	3

* Other courses may be offered as approved by Stanly Community College and the University of North Carolina-Charlotte Department of Continuing Education.



PROGRAMS OF STUDY

General Occupational Technology

T 114 Associate in Applied Science Degree

The General Occupational Technology curriculum is designed to meet the needs of full-time and/or part-time employees in business and industry. This program of study provides these individuals with an opportunity to upgrade their skills and/or to earn an associate degree by taking courses suited to their occupational needs. The curriculum consists of a basic core of courses in communication, mathematics and social science. The balance of the curriculum consists of a sequence of technical courses individually tailored to satisfy the requirements of the student and/or the student's employer.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER GENERAL OCCUPATIONAL TECHNOLOGY

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
First Quarter						
ENG	0101	Grammar	3	0	0	3
MAT		(Any Technical Level Math)	5	0	0	5
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
			20	0	0	20
Second Quarter						
ENG	0102	Composition	3	0	0	3
MAT		(Any Technical Level Math)	4	0	0	4
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
			16	0	0	16
Third Quarter						
ENG	0103	Report Writing	3	0	0	3
SOC	0102	Introduction to Sociology	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
			18	0	0	18

General Occupational Technology

T 114 Associate in Applied Science Degree

Fourth Quarter

ENG	0204	Oral Communications	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
			9	0	0	9

Fifth Quarter

PSY	0110	Interpersonal Skills	3	0	0	3
		(Any Technical Level Chemistry, Biology or Physics)	3	2	0	4
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
			18	2	0	19

Sixth Quarter

PSY	0210	Industrial Psychology	3	0	0	3
		(Any Technical Level Chemistry, Biology or Physics)	4	2	0	5
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Open)	3	0	0	3
			19	2	0	20

Seventh Quarter

EDP	0103	Computer Awareness	1	2	0	2
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Major)	3	0	0	3
		Elective (Related)	3	0	0	3
		Elective (Open)	3	0	0	3
			16	2	0	17

Total Hours Required for Graduation: 119

* Elective (Major) must be in major area of study and approved by advisor.

Elective (Related) must be related to major area of study and approved by advisor.

Elective (Open) is any technical level course.

PROGRAMS OF STUDY

General Office

T 033 Associate in Applied Science Degree

The purposes of the General Office curriculum are to prepare the individual to enter clerical-office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

SUGGESTED SEQUENCE OF COURSES BY QUARTER GENERAL OFFICE

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs.
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
EDP	0103	Computer Awareness	1	2	2
BUS	0110	Electronic Calculator	2	2	3
BUS	0112	Records Management	3	0	3
PSY	0151	Principles of Psychology	3	0	3
		Business Elective	3	0	3
			16	8	20
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0103	Typewriting II	1	4	3
BUS	0220	Personal Development	3	0	3
BUS	0120	Accounting I	6	0	6
BUS	0273	Word Processing I	3	2	4
BUS	0115	Business Law I	3	0	3
			19	6	22
Third Quarter					
ENG	0103	Report Writing	3	0	3
ENG	0204	Oral Communications	3	0	3
BUS	0104	Typewriting III	1	4	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
BUS	0183	Vocabulary	3	0	3
BUS	0271	Office Management	3	0	3
			19	8	23

(A one-year diploma may be offered at the completion of the above courses.)

(Students may take BUS 0112, ENG 0204, BUS 0183 and a Business Elective during the Summer quarter.)

General Office

T 033 *Associate in Applied Science Degree*

Fourth Quarter

BUS	0205	Typewriting IV	1	4	3
EDP	0104	Introduction to Data Processing	5	0	5
ECO	0102	Economics I	3	0	3
		Business Elective *	3	0	3
		Social Science Elective	3	0	3
			15	4	17

Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Executive Transcription	2	2	3
ECO	0104	Economics II	3	0	3
		Business Elective *	3	0	3
			14	4	16

Sixth Quarter

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
		Business Elective	3	0	3
		Social Science Elective	3	0	3
			10	4	12

Total Hours Required for Graduation

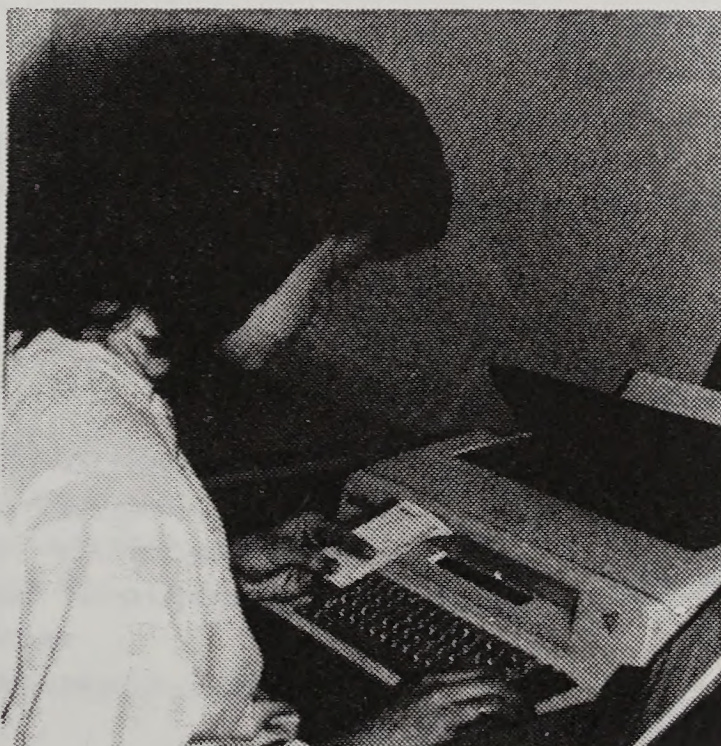
(One Year Diploma):

65

Total Hours Required for Graduation:

110

* Students may elect to take Shorthand option during the first three quarters.



PROGRAMS OF STUDY

General Office

One-Year Option

SUGGESTED SEQUENCE OF COURSES BY QUARTER

GENERAL OFFICE

One-Year Option

ADDITIONAL ADMISSION REQUIREMENT:

Completion of placement evaluation. Must be high school graduate or meet the North Carolina Equivalency (GED) standard scores.

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
BUS	0110	Electronic Calculator	2	2	3
BUS	0112	Records Management	3	0	3
		Business Elective	3	0	3
			12	6	15
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0103	Typewriting II	1	4	3
BUS	0120	Accounting I	6	0	6
BUS	0273	Word Processing I	3	2	4
BUS	0115	Business Law I	3	0	3
			16	6	19
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0104	Typewriting III	1	4	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
BUS	0271	Office Management	3	0	3
			13	8	17
Fourth Quarter					
ENG	0204	Oral Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
PSY	0151	Principles of Psychology	3	0	3
BUS	0220	Personal Development	3	0	3
BUS	0183	Vocabulary	3	0	3
			13	2	14

Total Hours Required for Diploma:

65

Horticulture

V 021 Diploma

Students in the Horticulture curriculum are trained in the areas of vegetable, flower, fruit, and ornamental plant production. Subject matter includes soil fertility and its modification, chemicals and their use, varieties of plants, bookkeeping, marketing, plant propagation, greenhouses and their construction, greenhouse management and all phases of the production of vegetables, flowers and fruits, including bedding plants, potting plants and nursery stock.

Upon completion of the curriculum, students should be able to set up and operate their own specialized business, as well as manage and operate specialized vegetable, flower, fruit or nursery enterprises for others.

SUGGESTED SEQUENCE OF COURSES BY QUARTER HORTICULTURE

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
AGR	1185	Soil Science and Fertilizers	5	2	6
HOR	1151	Plant Materials I	2	4	4
AGR	1170	Plant Science	5	2	6
HOR	1264	Greenhouse Management	2	4	4
MAT	1101	Fundamentals of Mathematics	4	0	4
			18	12	24
Second Quarter					
HOR	1152	Plant Materials II	2	4	4
HOR	1256	Nursery Management	2	4	4
PME	5211	Small Engine Maintenance and Repair	1	3	2
HOR	1261	Greenhouse Production	2	4	4
			7	15	14
Third Quarter					
HOR	1224	Landscape Maintenance	2	4	4
HOR	1144	Plant Propagation	3	2	4
HOR	1147	Indoor and Herbaceous Plants	2	4	4
HOR	1259	Garden Shop Operation and Landscape Design	2	2	3
ENG	1109	Communication Skills	3	0	3
			12	12	18

PROGRAMS OF STUDY

Horticulture

V 021 Diploma

Fourth Quarter

BUS	1103	Small Business Operation	3	0	3
HOR	1250	Small Fruits and Vegetables	3	2	4
HOR	1260	Landscape Design/Build	2	4	4
HOR	1149	Horticulture Pest and Control	5	2	6
			13	8	17

Total Hours Required for Diploma:

73



Industrial Electronics

V 045 Diploma

This program is designed to prepare individuals to repair and maintain electronic machines, controls and components which are used by various industrial operations. Individuals in the program learn to read blueprints, to determine repair procedures, to dismantle and assemble electronic components and to make necessary sensitive adjustments to meet specifications. A large portion of the laboratory time is spent verifying electronic principles and developing service techniques.

The graduate of this curriculum is prepared to maintain and service industrial electronic devices found in most manufacturing and service operations.

SUGGESTED SEQUENCE OF COURSES BY QUARTER INDUSTRIAL ELECTRONICS

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ELC	1112	Direct and Alternating Currents	4	12	8
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1210	Industrial Blueprint Reading	4	0	4
			12	12	16
Second Quarter					
ELC	1113	Direct and Alternating Currents Machines & Controls	6	9	9
MAT	1102	Fundamentals of Mathematics II	4	0	4
ELN	1102	Electrical Fundamentals	2	6	4
			12	15	17
Third Quarter					
EDP	1103	Computer Awareness	1	2	2
ELN	1121	Digital Fundamentals	5	9	8
ELN	1118	Industrial Electronics I	3	3	4
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
			15	14	20
Fourth Quarter					
ELN	1124	Introduction to Microprocessors	3	3	4
ELN	1104	Digital Controls and Circuits	4	12	8
ELN	1119	Industrial Electronics II	3	3	4
			10	18	16

Total Hours Required for Graduation:

69

PROGRAMS OF STUDY



Industrial Maintenance Technology

T 119 Associate in Applied Science Degree

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of Algebra I and II. This requirement may be met by completing MAT 100 Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER INDUSTRIAL MAINTENANCE TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
MAT	0101	Technical Mathematics I	5	0	5
ENG	0101	Grammar	3	0	3
ELC	0115	Alternating and Direct Currents	2	4	4
MEC	0101	Machine Processes I	1	4	3
WLD	0120	Welding, Oxyacetylene	1	2	2
			12	10	17
Second Quarter					
ENG	0102	Composition	3	0	3
MAT	0104	Mathematics (Decimal-Metric Conversion)	3	0	3
DFT	0104	Blueprint Reading: Mechanical	0	2	1
ELC	0116	Alternating and Direct Current Machine Controls	2	4	4
MEC	0102	Machine Processes II	1	4	3
WLD	0121	Arc Welding	1	4	3
			10	14	17

PROGRAMS OF STUDY

Industrial Maintenance Technology

T 119 Associate in Applied Science Degree

Third Quarter

PHY	0101	Physics: Properties of Matter	3	2	4
DFT	0105	Blueprint Reading and Sketching	0	2	1
ELC	0119	Industrial Electronic Control	2	4	4
MEC	0235	Hydraulics and Pneumatics	3	2	4
ISC	0102	Industrial Safety	3	0	3
EDP	0103	Computer Awareness	1	2	2
			12	12	18

Fourth Quarter

ENG	0204	Oral Communications	3	0	3
MEC	0214	Shop Practice	1	4	3
ELC	0121	Electrical Troubleshooting	2	2	3
PHY	0102	Physics: Work, Energy, Power	3	2	4
MEC	0208	Mechanical Problem Solving	2	2	3
AHR	0101	Air Conditioning and Refrigeration	3	2	4
			14	12	20

Fifth Quarter

MEC	0222	Rigging and Material Handling	2	2	3
MEC	0299	General Maintenance and Repair	2	2	3
ISC	0205	Maintenance Management	3	0	3
		Social Science Elective	3	0	3
ELM	0211	Electromechanical Devices	3	4	5
ELM	0212	Control System Technology I	3	4	5
			16	12	22

Sixth Quarter

ENG	0103	Report Writing	3	0	3
BUS	0235	Business Management	3	0	3
BUS	0272	Principles of Supervision	3	0	3
ISC	0203	Quality Control in Industrial			
		Maintenance	3	0	3
PLA	0225	Practicum	1	10	2
		Social Science Elective	3	0	3
			16	10	17

Total Hours Required for Graduation:

111

Industrial Management Technology

T 049 Associate in Applied Science Degree

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

SUGGESTED SEQUENCE OF COURSES BY QUARTER INDUSTRIAL MANAGEMENT TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
BUS	0101	Introduction to Business	3	0	3
ECO	0102	Economics I	3	0	3
ENG	0101	Grammar	3	0	3
		Social Science Elective	3	0	3
			12	0	12
Second Quarter					
ECO	0104	Economics II	3	0	3
ENG	0102	Composition	3	0	3
PSY	0151	Principles of Psychology	3	0	3
		Elective	3	0	3
			12	0	12
Third Quarter					
BUS	0272	Principles of Supervision	3	0	3
DFT	0151	Drafting & Design	2	4	4
ENG	0103	Report Writing	3	0	3
			8	4	10
Fourth Quarter					
ENG	0204	Oral Communications	3	0	3
MEC	0204	Manufacturing Processes	6	0	6
		Elective	3	0	3
			12	0	12

PROGRAMS OF STUDY

Industrial Management

T 049 Associate in Applied Science Degree

Fifth Quarter

ENG	0206	Business Communications	3	0	3
ISC	0211	Work Measurement	3	0	3
MAT	0152	Facts & Figures	6	0	6
			12	0	12

Sixth Quarter

ECO	0201	Labor Economics	3	0	3
ISC	0102	Industrial Safety	3	0	3
ISC	0202	Quality Control	6	0	6
			12	0	12

Seventh Quarter

EDP	0104	Introduction to Data Processing	5	0	5
MEC	0213	Production Planning	3	0	3
		Social Science Elective	3	0	3
			11	0	11

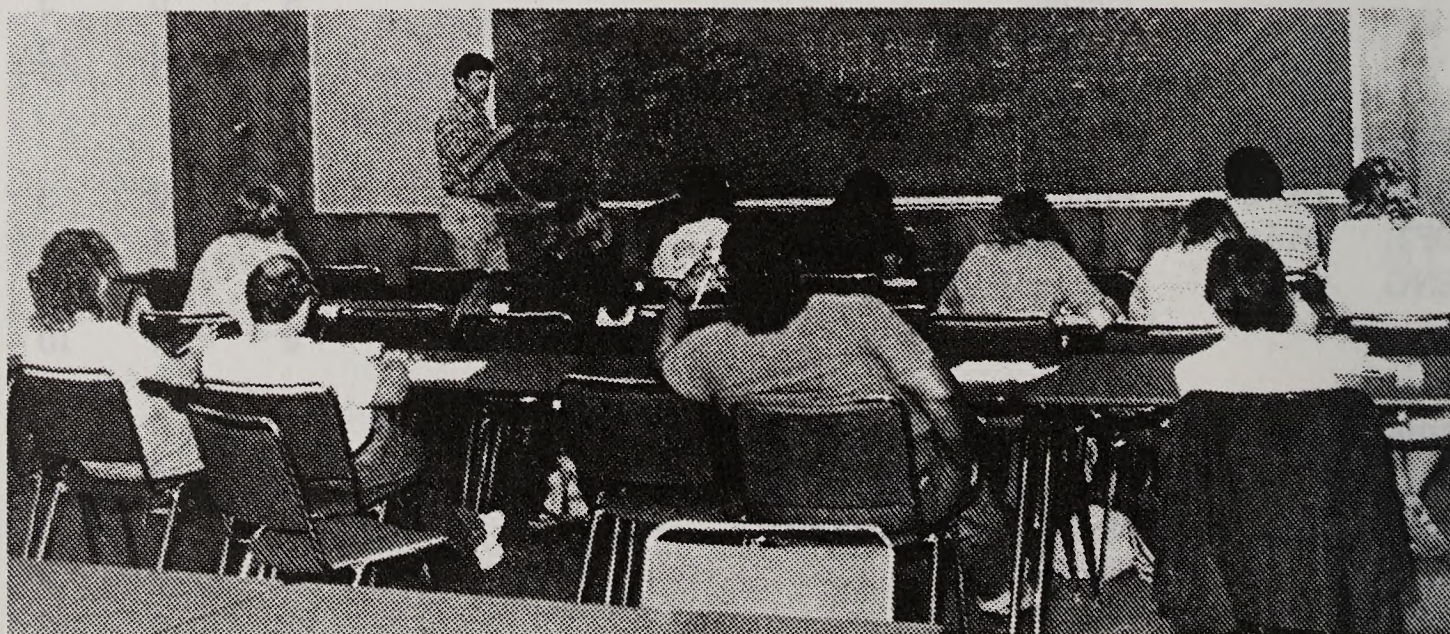
Eighth Quarter

BUS	0120	Accounting I	6	0	6
ISC	0209	Value Analysis	3	0	3
ISC	0250	Manufacturing Costs & Budgets	3	0	3
			12	0	12

Ninth Quarter

BUS	0299	Business Decisions	3	0	3
ISC	0209	Plant Layout	5	0	5
ISC	0210	Job Evaluation	4	0	4
			12	0	12

Total Hours Required for Graduation: 105



Machinist

V 032 Diploma

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metal working industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds, and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

SUGGESTED SEQUENCE OF COURSES BY QUARTER MACHINIST

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
MEC	1101	Machine Shop Theory and Practice I	3	12	7
MAT	1101	Fundamentals of Mathematics I	4	0	4
DFT	1104	Blueprint Reading	0	3	1
ISC	1101	Industrial Safety	3	0	3
MEC	1122	Practical Metallurgy	3	2	4
			13	17	19
Second Quarter					
MEC	1102	Machine Shop Theory and Practice II	3	12	7
MAT	1102	Fundamentals of Mathematics II	4	0	4
DFT	1105	Blueprint Reading: Mechanical	1	2	2
WLD	1103	Welding	0	3	1
MEC	1105	Computer Numerical Control			
		Machining I	2	2	3
			10	19	17

PROGRAMS OF STUDY

Machinist

V 032 Diploma

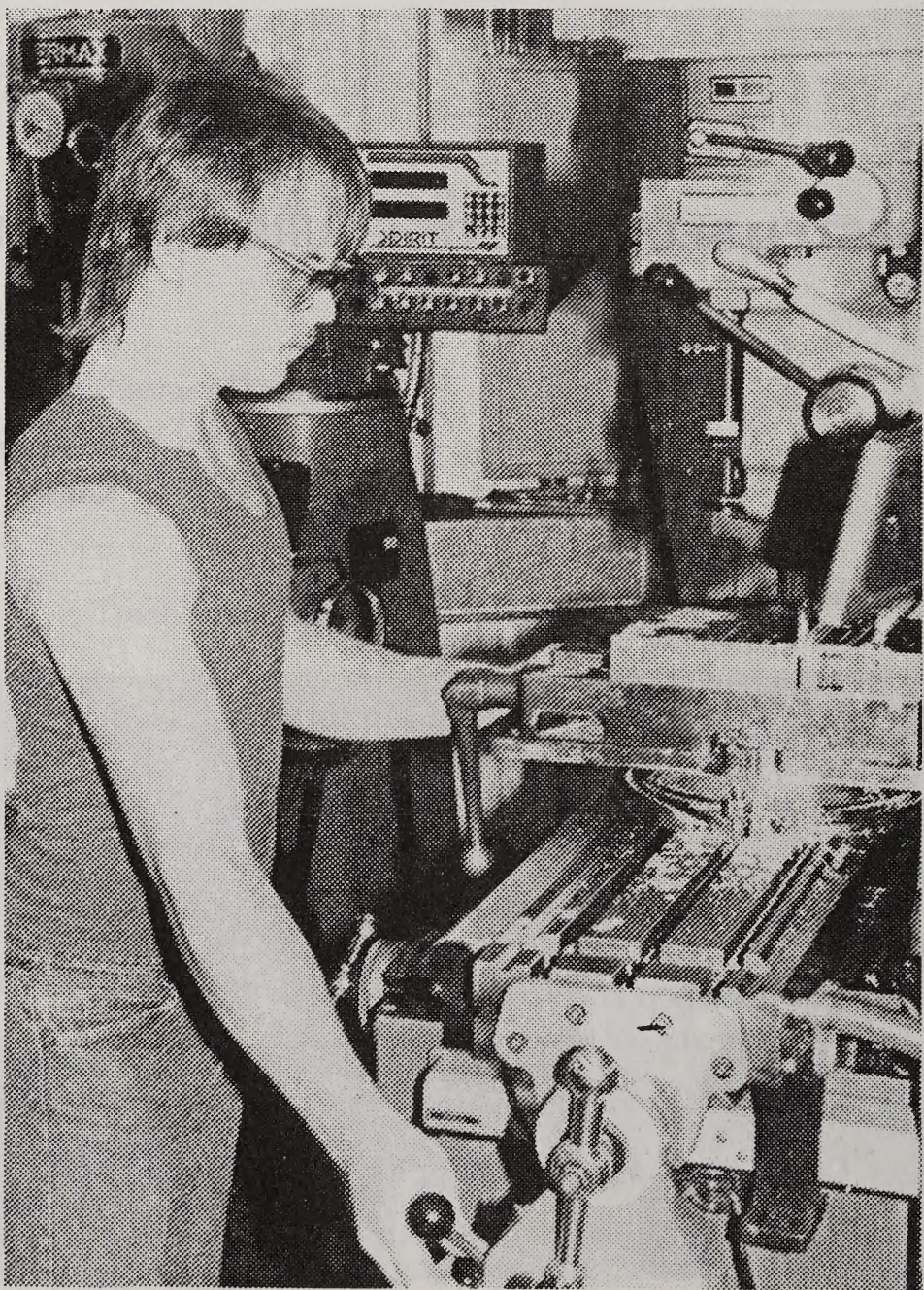
Third Quarter

MEC	1103	Machine Shop Theory and Practice III	3	12	7
MEC	1106	Computer Numerical Control			
		Machining II	2	2	3
ENG	1102	Communication Skills	3	0	3
MAT	1123	Machinist Mathematics	3	0	3
PSY	1101	Human Relations	3	0	3
			14	14	19

Fourth Quarter

MEC	1104	Machine Shop Theory and Practice IV	3	12	7
BUS	1103	Small Business Operation	3	0	3
MEC	1117	Machine Repair	2	3	3
DFT	1106	Blueprint Reading: Mechanical	1	2	2
			9	17	15

Total Hours Required for Graduation: 70



Manufacturing Engineering Technology

T 050 Associate in Applied Science Degree

The primary objective of the Manufacturing Engineering Technology curriculum is the training of personnel to assist the engineer or small industry in planning, tooling, operating, servicing and supervising manufacturing operations. This curriculum provides a basic background of mechanical and related theory, with specific skills in the use of manufacturing and testing equipment. Students are given experiences in operating and servicing machines, accompanied by general education and management courses.

A graduate of this program may qualify for an entry position in one of several manufacturing functions: methods, analysis, production scheduling, quality control, materials testing, plant layout, time study, machine tooling, maintenance, and equipment and instrument work.

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of Algebra I and II. This requirement may be met by completing MAT 100 Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER MANUFACTURING ENGINEERING TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
MAT	0101	Technical Mathematics I	5	0	5
DFT	0106	Mechanical Drafting I	2	6	4
MEC	0101	Machine Processes I	1	4	3
		Social Science Elective*	3	0	3
			14	10	18
Second Quarter					
ENG	0102	Composition	3	0	3
MAT	0102	Technical Mathematics II	5	0	5
PHY	0101	Physics: Properties of Matter	3	2	4
DFT	0107	Mechanical Drafting II	2	6	4
MEC	0102	Machine Processes II	1	4	3
			14	12	19
Third Quarter					
ENG	0204	Oral Communications	3	0	3
MAT	0103	Technical Mathematics III	5	0	5
PHY	0102	Physics: Work, Energy, Power	3	2	4
EDP	0104	Introduction to Data Processing	5	0	5
MEC	0213	Production Planning	3	0	3
			19	2	20

PROGRAMS OF STUDY

Manufacturing Engineering Technology

T 050 Associate in Applied Science Degree

Fourth Quarter

EDP	0200	BASIC Language	3	2	4
PHY	0103	Physics: Electricity	3	2	4
MEC	0210	Physical Metallurgy I	3	2	4
ISC	0212	Time & Motion Study	2	6	4
		Social Science Elective *	3	0	3
			14	12	19

Fifth Quarter

MEC	0215	Compound Angles	2	3	3
MEC	0235	Hydraulics & Pneumatics	3	2	4
MEC	0216	Physical Metallurgy II	4	3	5
ISC	0209	Plant Layout	5	0	5
MEC	0204	Manufacturing Processes	6	0	6
			20	8	23

Sixth Quarter

ISC	0202	Quality Control	6	0	6
ISC	0206	Process Planning	2	6	4
MEC	0298	Tool & Die Design	2	6	4
		Social Science Elective *	3	0	3
			13	12	17

Total Hours Required for Graduation: 116



Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications, transportation, public utilities, consulting engineering firms, and federal, state and local governments.



PROGRAMS OF STUDY

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

ADDITIONAL ADMISSION REQUIREMENT:

Successful completion of high school algebra. This requirement may be met by completing MAT 150 Pre Algebra at Stanly Community College.

SUGGESTED SEQUENCE OF COURSES BY QUARTER MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
— ENG	0101	Grammar	3	0	3
— MAT	0100	Fundamentals of Algebra	6	0	6
— DFT	0101	Technical Drafting I	2	6	4
— MEC	0101	Machine Processes I	1	4	3
— PSY	0110	Interpersonal Skills	3	0	3
			15	10	19
Second Quarter					
ENG	0102	Composition	3	0	3
— MAT	0101	Technical Mathematics I	5	0	5
— DFT	0102	Technical Drafting II	2	6	4
— EDP	0103	Computer Awareness	1	2	2
— PSY	0151	Principles of Psychology	3	0	3
			14	8	17
Third Quarter					
ENG	0103	Report Writing	3	0	3
— MAT	0102	Technical Mathematics II	5	0	5
— DFT	0103	Technical Drafting III	2	6	4
— PHY	0101	Physics: Properties of Matter	3	2	4
— CAD	0201	Introduction to Computer-Aided Design	2	6	4
			15	14	20
Fourth Quarter					
DFT	0207	Drafting Internship	0	20	2
Fifth Quarter					
DFT	0204	Descriptive Geometry	2	6	4
DFT	0201	Technical Drafting	2	6	4
— PHY	0102	Physics: Work, Energy, Power	3	2	4
— CAD	0202	Mechanical Design Applications	2	6	4
— ENG	0204	Oral Communications	3	0	3
			12	20	19

Mechanical Drafting and Design Technology

T 043 Associate in Applied Science Degree

Sixth Quarter

DFT	0212	Jigs and Fixture Design (CADD)	2	6	4
MEC	0105	Statics	3	3	4
DFT	0211	Mechanisms (Electromechanical)	3	2	4
DFT	0230	Structural Drafting	2	6	4
MEC	0210	Physical Metallurgy I	3	2	4
			13	19	20

Seventh Quarter

DFT	0205	Design Drafting	2	6	4
MEC	0235	Hydraulics and Pneumatics	3	2	4
MEC	0204	Manufacturing Processes	6	0	6
MEC	0205	Strength of Materials	3	2	4
CAD	0203	Computer Aided Drafting/Design/ Structural Application	2	6	4
			16	16	22

Total Hours Required for Graduation: 119



PROGRAMS OF STUDY

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

The Occupational Therapy Assistant curriculum prepares graduates to work under the supervision or consultation of a Registered Occupational Therapist in developing, maintaining or restoring adaptive skills in individuals whose abilities to cope with the tasks of daily living are threatened or impaired by developmental deficits, aging, poverty or cultural disadvantage, or physical or psychosocial disability. The program includes instruction in the basic concepts of occupational therapy, interpersonal skills, group dynamics and group leadership skills, concepts of health and illness, and the use of activity techniques in teaching developmental needs. Supervised field experiences include working with clients from these groups.

To become a Certified Occupational Therapy Assistant, the graduate must successfully complete an approved program and pass a national certification examination given by the American Occupational Therapy Certification Board.

Graduates may be employed in hospitals, rehabilitation facilities, long-term and extended care facilities, sheltered workshops, schools, camps, home-bound programs, and community centers.

Individuals desiring a career as an occupational therapy assistant should, if possible, take biology, algebra, sociology and psychology courses prior to entering the program.

Additional Information

Upon completing all required coursework and fieldwork, the student will be awarded an Associate in Applied Science Degree in Occupational Therapy Assistant. To work as a Certified Occupational Therapy Assistant, the individual must then pass a national certification examination given by the American Occupational Therapy Certification Board and be licensed with the state. These procedures are separate from Stanly Community College and the graduation process.

ADMISSIONS REQUIREMENTS FOR OCCUPATIONAL THERAPY ASSISTANT PROGRAM:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Successful completion of placement evaluation.
4. All applicants must submit three letters of reference. Relatives should not be used as references.
5. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria,

Occupational Therapy Assistant

T 142 Associate in Applied Science Degree

and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.

6. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Occupational Therapy Assistant program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER OCCUPATIONAL THERAPY ASSISTANT

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
MED	0101	Medical Terminology	1	2	2
BIO	0101	Anatomy and Physiology I	4	2	5
PSY	0151	Principles of Psychology	3	0	3
OTA	0101	Occupational Therapy I (Fundamentals of the Profession)	2	3	3
			10	7	13
Second Quarter					
ENG	0101	Grammar	3	0	3
BIO	0102	Anatomy and Physiology II	4	2	5
PSY	0107	Growth and Development — Life Span	3	0	3
OTA	0108	Kinesiology for OTA Students	3	2	4
OTA	0110	Practice of the Profession	2	3	3
			15	7	18
Third Quarter					
PSY	0205	Abnormal Psychology	3	0	3
OTA	0104	Occupational Therapy Media I	3	4	5
OTA	0106	Occupational Therapy II (Physical Disabilities)	3	2	4
OTA	0112	Disease Process	3	0	3
			12	6	15
Fourth Quarter					
ENG	0102	Composition	3	0	3
ENG	0204	Oral Communications	3	0	3
EDP	0103	Computer Awareness	1	2	2
			7	2	8
Fifth Quarter					
OTA	0201	Aging Process	3	0	3
OTA	0204	Occupational Therapy Media II (Woodworking)	2	3	3

PROGRAMS OF STUDY

Occupational Therapy Assistant

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OTA	0208	Pediatrics for OTA Students	3	0	3
OTA	0206	Occupational Therapy — Splinting and Therapeutic Adaptation)	4	2	5
			12	5	14

Sixth Quarter

OTA	0202	Geriatric Programming	3	2	4
OTA	0205	Occupational Therapy Media III (Ceramics and Weaving)	2	2	3
OTA	0210	Pediatric Programming	3	2	4
OTA	0212	Occupational Therapy III (Psychiatric)	3	0	3
			11	6	14

Seventh Quarter

BIO	0300	CPR	1	0	1
SOC	0102	Principles of Sociology	3	0	3
OTA	0214	Occupational Therapy in the Community	2	3	3
OTA	0215	Facility Management	3	0	3
OTA	0217	Occupational Therapy Activity Programming	3	0	3
			12	3	13

Eighth Quarter

OTA	0220	Occupational Therapy — Physical Disabilities Field Placement I	0	24	8
OTA	0222	Occupational Therapy — Psychiatric Affiliation Field Placement II	0	24	8
			0	48	16

Total Hours Required for Graduation:

111



Physical Therapist Assistant

T 062 Associate in Applied Science Degree

The Physical Therapist Assistant curriculum prepares the graduate to assist the professional physical therapist in a variety of direct patient care services, delegated by the supervising therapist, to restore function by alleviation or prevention of physical impairment and other activities essential to the operation of a physical therapy service. The graduate is eligible to take the licensing examination given by the North Carolina Board of Physical Therapy Examiners.

Employment opportunities are available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics and public school systems.

Suggested preparatory courses for individuals desiring a career in physical therapy assisting would include biology, algebra and possibly chemistry.

ADMISSIONS REQUIREMENTS FOR THE PHYSICAL THERAPY ASSISTANT PROGRAM:

1. Complete Application for Admission.
2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college chemistry, biology and algebra with a grade of "C" or higher before entry into the program. Applicants wishing to complete the above pre-requisite courses at other institutions must receive prior approval from the Director of Admissions.
4. Successful completion of placement evaluation with 12th grade level performance.
5. The college reserves the right to test any applicant asking for transfer credit on any course in theory or clinical.
6. All applicants must submit three letters of reference. An effort should be made to obtain at least one of these references from a former teacher or guidance counselor. Relatives should not be used as references.
7. After admission requirements have been completed, the applicant will be scheduled for an interview with the Admissions Committee. This committee will include the Physical Therapy Assistant faculty and members of the Student Development staff.
8. Applicants who are selected by the Admissions Committee will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella,

PROGRAMS OF STUDY

Physical Therapist Assistant

T 062 Associate in Applied Science Degree

tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.

9. Upon satisfactory completion of all the above requirements the applicant will receive written notification of final acceptance to the Physical Therapy Assistant program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER PHYSICAL THERAPIST ASSISTANT

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
First Quarter						
ENG	0101	Grammar	3	0	0	3
BIO	0106	Human Structure & Function I	3	4	0	5
MED	0101	Medical Terminology	1	2	0	2
PTH	0101	Introduction to Physical Therapy	3	0	3	4
EDP	0102	Computer Usage in the Medical Profession	3	1	0	4
			13	7	3	18
Second Quarter						
PSY	0151	Principles of Psychology	3	0	0	3
BIO	0107	Human Structure & Function II	3	4	0	5
ENG	0102	Composition	3	0	0	3
PTH	0102	Physical Therapy Procedures I	3	0	6	5
			12	4	6	16
Third Quarter						
SOC	0102	Principles of Sociology	3	0	0	3
PTH	0103	Physical Therapy Procedures II	3	0	6	5
PTH	0110	Therapeutic Exercise	3	0	6	5
PTH	0111	First Aid	3	2	0	4
ENG	0103	Report Writing	3	0	0	3
			15	2	12	20
Summer Quarter						
PTH	0201	Path-Physiology for PT Assistants	4	0	0	4
PTH	0202	Functional Anatomy	2	2	0	3
			6	2	0	7
Fourth Quarter						
PSY	0107	Growth & Development — Life Span	3	0	0	3
MAT	0105	Math for Allied Health Professionals	3	0	0	3
PTH	0104	Physical Therapy Procedures	3	0	9	6
PTH	0210	Psychology of Adjustment (PT)	3	0	0	3
			12	0	9	15

Physical Therapist Assistant

T 062 Associate in Applied Science Degree

Fifth Quarter

ENG	0204	Oral Communications	3	0	0	3
PSY	0206	Applied Psychology	3	0	0	3
PTH	0105	Physical Therapy Procedures IV	3	0	12	7
PTH	0215	Community Health & Welfare	3	0	0	3
		Elective	3	0	0	3
			15	0	12	19

Sixth Quarter

PTH	0106	Seminar in Physical Procedures	3	0	0	3
PTH	0298	Clinical Education	4	0	30	14
			7	0	30	17

Total Hours Required for Graduation: 112



PROGRAMS OF STUDY

Respiratory Care Technology (Therapists and Technicians)

T 091 Diploma Technician Option

The Respiratory Care Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRTT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory care technology should take biology, algebra, and chemistry courses prior to entering the program.

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate in Applied Science Degree Therapist Option

The Respiratory Care Technology curricula offer career education options for respiratory therapists and/or respiratory therapy technicians.

The respiratory therapist specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and to the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRTT) examination by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory therapy, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory care technology should take biology, algebra, and chemistry courses prior to entering the program.

ADMISSIONS REQUIREMENTS FOR THE RESPIRATORY CARE TECHNOLOGY PROGRAM:

1. Complete Application for Admission.

PROGRAMS OF STUDY

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate in Applied Science Degree Therapist Option

2. Submit high school transcript showing successful completion of high school requirements for graduation or successful completion of GED. Submit transcripts of all previous post-secondary education.
3. Submit evidence of successful completion of high school or college biology and pre-algebra before entry into the program. It is recommended that applicants also have completed a high school or college chemistry course prior to entering the program. These pre-requisite courses are available through the college.
4. Successful completion of placement evaluation with 12th grade level performance on 3 of the 5 evaluative areas.
5. The college reserves the right to test any applicant asking for transfer credit on courses in theory or clinical.
6. All applicants must submit three letters of reference. Those currently or previously employed must have a work-related reference from their immediate or past supervisor. Relatives should not be used as references.
7. Applicants completing the above requirements will be conditionally accepted until the college's medical form, completed by a physician, is received in the Admissions Office and reviewed for satisfactory results. Immunizations must be current for rubella, tetanus, diphtheria, and rubeola. Evidence of recent serology, CBC, urinalysis, and TB must also be presented.
8. Upon satisfactory completion of all of the above requirements the applicant will receive written notification of final acceptance to the Respiratory Care Technology program.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

RESPIRATORY CARE TECHNOLOGY (THERAPISTS AND TECHNICIANS)

Technician Option

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
First Quarter						
MAT	0105	Math for Allied Health Professionals	3	0	0	3
BIO	0101	Anatomy and Physiology I	4	2	0	5
ENG	0101	Grammar	3	0	0	3
RTH	0201	RT Procedures I	4	4	0	6
MED	0101	Medical Terminology	1	2	0	2
			15	8	0	19

Respiratory Care Technology (Therapists and Technicians)

**T 091 Associate in Applied Science Degree
Therapist Option**

Winter Quarter

BIO	0103	Cardiopulmonary Anatomy & Physiology	2	4	0	4
RTH	0202	RT Procedures II	2	4	0	4
RTH	0250	Pharmacology	2	0	0	2
RTH	0302	Clinical Practice I	0	0	9	3
ENG	0102	Composition	3	0	0	3
PHY	0105	Basic Science	3	2	0	4
			12	10	9	20

Spring Quarter

RTH	0251	Cardiopulmonary Pathophysiology	3	0	0	3
RTH	0252	Pediatrics	2	0	0	2
RTH	0303	Clinical Practice II	0	0	24	8
RTH	0205	RT Procedures III	4	4	0	6
			9	4	24	19

Summer Quarter

RTH	0204	RT Seminar	2	0	0	2
RTH	0304	Clinical Practice III	0	0	36	12
EDP	0103	Computer Awareness*	1	2	0	2
			3	2	36	16

Total Hours Required for Graduation: 74

*Required for all curriculums.

SUGGESTED SEQUENCE OF COURSES BY QUARTER

RESPIRATORY CARE TECHNOLOGY (THERAPISTS AND TECHNICIANS)

Therapist Option *

Course Title			Lec. Hrs.	Lab Hrs.	Clinical Hrs.	Credit Hrs.
Summer Quarter *						
EDP	0103	Computer Awareness* *	1	2	0	2
EDU	0220	Methods of Teaching	2	0	0	2
BIO	0204	Microbiology	3	2	0	4
		Social Science Elective	3	0	0	3
			9	4	0	11

PROGRAMS OF STUDY

Respiratory Care Technology (Therapists and Technicians)

T 091 Associate in Applied Science Degree Therapist Option

Fall Quarter

RTH	0261	Cardiopulmonary Pathophysiology II	4	2	0	5
RTH	0260	RT Procedures IV	2	2	0	3
PSY	0110	Interpersonal Skills	3	0	0	3
RTH	0271	Pediatrics II	2	2	0	3
			11	6	0	14

Winter Quarter

RTH	0305	Clinical Practice IV	0	0	16	5
RTH	0272	Advanced Pulmonary Functions	1	2	0	2
ENG	0204	Oral Communications	3	0	0	3
BIO	0205	General Pathology	3	0	0	3
RTH	0280	Cardiopulmonary Rehabilitation	1	2	0	2
			8	4	16	15

Spring Quarter

RTH	0281	Organization and Administration	2	0	0	2
PSY	0206	Applied Psychology	3	0	0	3
RTH	0306	Clinical Practice V	0	0	16	5
CHM	0101	Chemistry	3	2	0	4
			8	2	16	14

Total Hours Required for Graduation:

126

* Entry may be either summer or fall quarter for full time students.

* * Only required if not previously transferred.



Secretarial — Executive

T 030 Associate in Applied Science Degree

The purposes of the Secretarial — Executive curriculum are to prepare the individual to enter the secretarial profession, provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

SUGGESTED SEQUENCE OF COURSES BY QUARTER SECRETARIAL — EXECUTIVE

Course Title			Hours per Week		Qtr. Hrs.
			Class	Lab	Credit
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
EDP	0103	Computer Awareness	1	2	2
BUS	0110	Electronic Calculator	2	2	3
BUS	0112	Records Management	3	0	3
PSY	0151	Principles of Psychology	3	0	3
		Business Elective	3	0	3
			16	8	20
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0103	Typewriting II	1	4	3
BUS	0220	Personal Development	3	0	3
BUS	0120	Accounting I	6	0	6
BUS	0115	Business Law I	3	0	3
BUS	0273	Word Processing I	3	2	4
			19	6	22
Third Quarter					
ENG	0103	Report Writing	3	0	3
BUS	0104	Typewriting III	1	4	3
ENG	0204	Oral Communications	3	0	3
BUS	0271	Office Management	3	0	3
BUS	0183	Vocabulary	3	0	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
			19	8	23

PROGRAMS OF STUDY

Secretarial – Executive

T 030 Associate in Applied Science Degree

Fourth Quarter

BUS	0205	Typewriting IV	1	4	3
ECO	0102	Economics I	3	0	3
EDP	0104	Introduction to Data Processing	5	0	5
BUS	0106	Shorthand I	3	2	4
		Social Science Elective	3	0	3
			15	6	18

Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Executive Transcription	2	2	3
ECO	0104	Economics II	3	0	3
BUS	0107	Shorthand II	3	2	4
			14	6	17

Sixth Quarter

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
BUS	0108	Shorthand III	3	2	4
		Social Science Elective	3	0	3
			10	6	13

Total Hours Required for Graduation: 113

Secretarial – Legal

T 031 Associate in Applied Science Degree

The purposes of the Secretarial – Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices; provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position) and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

Secretarial – Legal

T 031 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER SECRETARIAL – LEGAL

Course Title			Hours per Week		Qtr. Hrs. Credit
			Class	Lab	
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
EDP	0103	Computer Awareness	1	2	2
BUS	0110	Electronic Calculator	2	2	3
BUS	0112	Records Management	3	0	3
PSY	0151	Principles of Psychology	3	0	3
		Business Elective	3	0	3
			16	8	20
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0103	Typewriting II	1	4	3
BUS	0220	Personal Development	3	0	3
BUS	0120	Accounting I	6	0	6
BUS	0273	Word Processing I	3	2	4
BUS	0115	Business Law I	3	0	3
			19	6	22
Third Quarter					
ENG	0103	Report Writing	3	0	3
ENG	0204	Oral Communications	3	0	3
BUS	0104	Typewriting III	1	4	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
BUS	0183	Vocabulary	3	0	3
BUS	0217	Office Management	3	0	3
			19	8	23
Fourth Quarter					
BUS	0205	Typewriting IV	1	4	3
EDP	0104	Introduction to Data Processing	5	0	5
ECO	0102	Economics I	3	0	3
BUS	0106	Shorthand I	3	2	4
		Social Science Elective*	3	0	3
			15	6	18

PROGRAMS OF STUDY

Secretarial – Legal

T 031 Associate in Applied Science Degree

Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Legal Transcription	2	2	3
ECO	0104	Economics II	3	0	3
BUS	0107	Shorthand II	3	2	4
			14	6	17

Sixth Quarter

BUS	0215	Office Application	1	4	3
BUS	0116	Business Law II	3	0	3
BUS	0108	Shorthand III	3	2	4
		Social Science Elective *	3	0	3
			10	6	13

Total Hours Required for Graduation: 113

Secretarial – Medical

T 032 Associate in Applied Science Degree

The purposes of the Secretarial — Medical curriculum are to prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices; provide a secretarial educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position); and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

Secretarial – Medical

T 032 Associate in Applied Science Degree

SUGGESTED SEQUENCE OF COURSES BY QUARTER

SECRETARIAL – MEDICAL

Course Title			Hours per Week		Qtr.
			Class	Lab	Hrs. Credit
First Quarter					
ENG	0101	Grammar	3	0	3
BUS	0102	Typewriting I	1	4	3
EDP	0103	Computer Awareness	1	2	2
BUS	0110	Electronic Calculator	2	2	3
BUS	0112	Records Management	3	0	3
PSY	0151	Principles of Psychology	3	0	3
		Business Elective	3	0	3
			16	8	20
Second Quarter					
ENG	0102	Composition	3	0	3
BUS	0103	Typewriting II	1	4	3
BUS	0220	Personal Development	3	0	3
BUS	0120	Accounting I	6	0	6
BUS	0273	Word Processing I	3	2	4
BUS	0115	Business Law I	3	0	3
			19	6	22
Third Quarter					
ENG	0103	Report Writing	3	0	3
ENG	0204	Oral Communications	3	0	3
BUS	0104	Typewriting III	1	4	3
BUS	0211	Machine Transcription	3	2	4
BUS	0274	Word Processing II	3	2	4
BUS	0183	Vocabulary	3	0	3
BUS	0217	Office Management	3	0	3
			19	8	23
Fourth Quarter					
BUS	0205	Typewriting IV	1	4	3
EDP	0104	Introduction to Data Processing	5	0	5
ECO	0102	Economics I	3	0	3
BIO	0101	Anatomy and Physiology I*	4	0	4
BUS	0106	Shorthand I	3	2	4
			16	6	19

PROGRAMS OF STUDY

Secretarial – Medical

T 032 Associate in Applied Science Degree

Fifth Quarter

ENG	0206	Business Communications	3	0	3
BUS	0214	Secretarial Procedures	3	2	4
BUS	0207	Medical Transcription	2	2	3
ECO	0104	Economics II	3	0	3
BUS	0107	Shorthand II	3	2	4
MED	0101	Medical Terminology	1	2	2
			15	8	19

Sixth Quarter

BUS	0215	Office Application	1	4	3
BUS	0108	Shorthand III	3	2	4
		Social Science Elective	3	0	3
			7	6	10

Total Hours Required for Graduation: 113

* Elective Courses must be selected with advisor's approval.

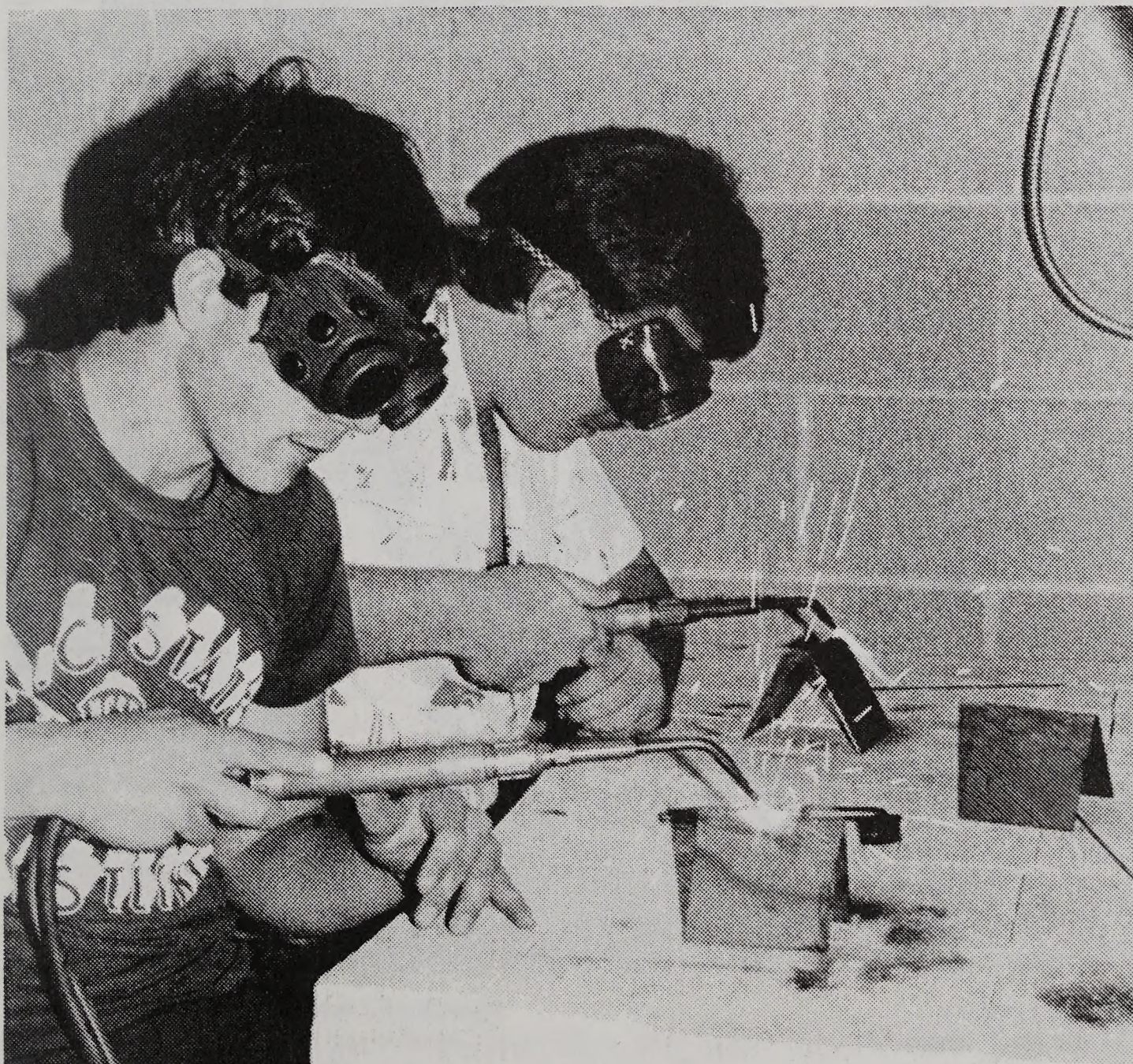


Welding

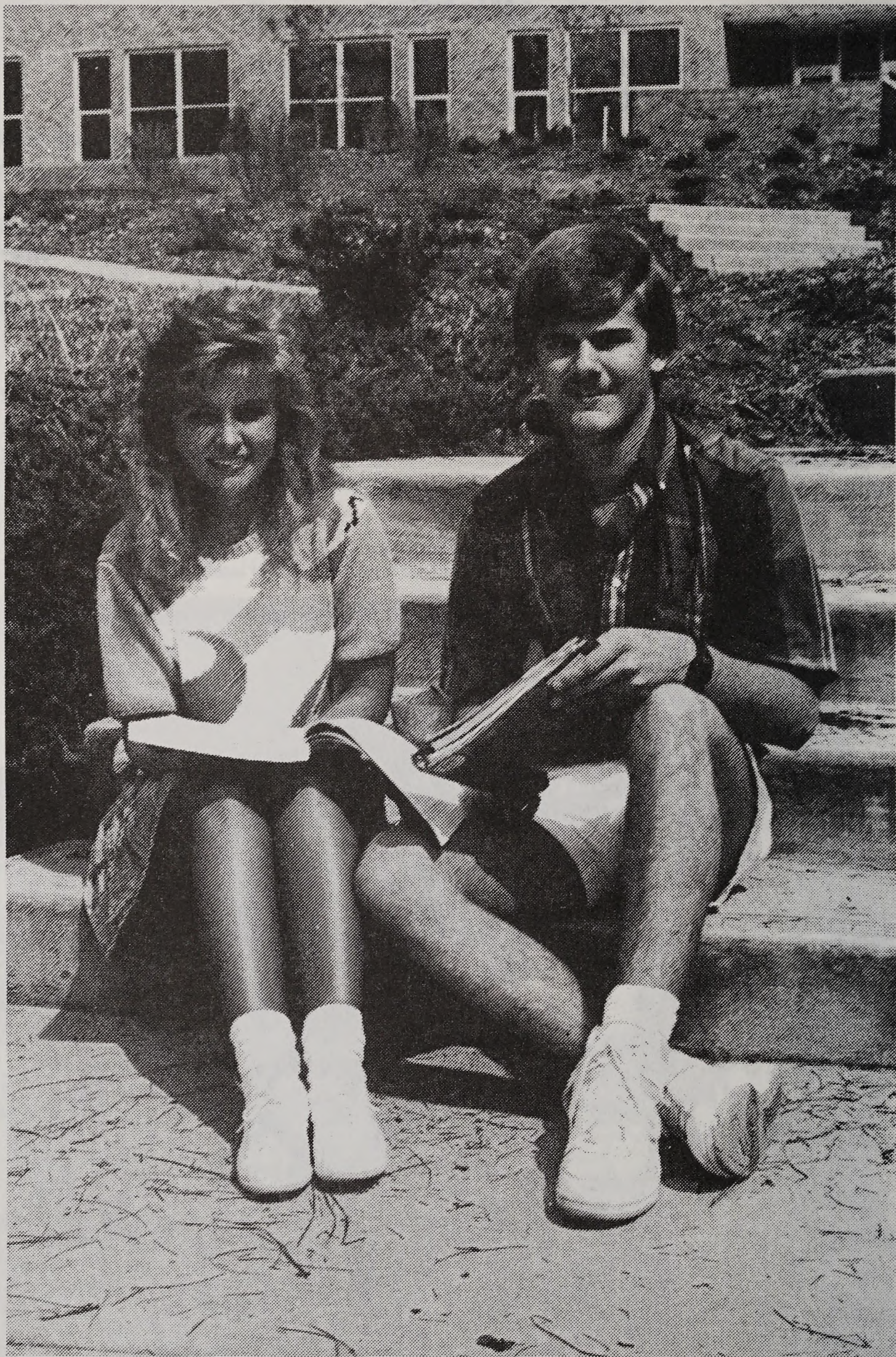
V 050 Certificate Program
(Offered During Evening Only)

SUGGESTED SEQUENCE OF COURSES BY QUARTER

Course Title		Class Hrs.	Lab Hrs.	Credit Hrs.
First Quarter				
WLD 1141A	Beginning Welding I-A	3	7	5
Second Quarter				
WLD 1141B	Beginning Welding I-B	2	8	5
Third Quarter				
WLD 1122	Commercial and Industrial Practices	3	9	6
Total Hours Required for Certificate:				16



COURSE DESCRIPTIONS



COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and the number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the credit hours for the course. The numbers in parentheses indicate the class and lab hours per week. When three numbers are shown in parentheses the third number relates to clinical hours.

		Credit (Class-Lab)
AGR 0104	Introduction to Agricultural Economics Introduction to economics, the functions of the economic system, and agriculture's role in the economy. A review of the functions of the manager, and an introduction to the principles used in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.	Credit 4 (3-2)
AGR 0125	Animal Science An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, and digestion along with the selection, feeding improvement, processing, and marketing of livestock.	Credit 5 (3-4)
AGR 0145	Small Engine Repair A course in the maintenance and overhaul of two and four cycle engines. Enrollees are taught to repair and replace defective parts of the small engines on lawn mowers, garden tractors, roto tillers, and other farm related machines. Instruction in safety is one of the major responsibilities of the course.	Credit 4 (3-2)
AGR 0170	Plant Science An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.	Credit 5 (3-4)
AGR 0185	Soil Science and Fertilizer A course dealing with the basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility.	Credit 5 (3-4)
AGR 0199	Cooperative Work Experience This course consists of one quarter of supervised cooperative work experience of approximately 11 weeks at 40 hours each, or approximately 440 total hours awarding 4 quarter hours credit. The objective of this course is to provide the student with a real working practice in an environment which will be experienced after graduation and upon employment.	Credit 4 (0-40)
AGR 0201	Agricultural Chemicals A study of agricultural chemicals — their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals	Credit 3 (3-0)

COURSE DESCRIPTIONS

in agricultural pest control. Major emphasis is placed upon weed identification and those chemicals utilized for weed control. Part of the course is devoted to those chemicals other than herbicides — such as insecticides, fungicides, and others.

- AGR 0204 Farm Business Management Credit 5 (3-4)**
A review of the functions of the manager of a business firm and the problems faced. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm, and review procedures for evaluating the efficiency of the manager.
- AGR 0205 Agricultural Marketing Credit 5 (3-4)**
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms — including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock, and tobacco.
- AGR 0218 Agricultural Mechanization Credit 5 (3-4)**
A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery will be studied. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.
- AGR 0228 Livestock Diseases and Parasites Credit 5 (3-4)**
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis upon the cause, damage, symptoms, prevention, and treatment of parasites and diseases; management factors relating to disease and parasite prevention and control.
- AGR 1170 Plant Science Credit 6 (5-2)**
An introductory general botany and plant science course covering the fundamental principles of the reproduction, growth, functions and development of seed bearing plants.
- AGR 1185 Soil Science and Fertilizers Credit 6 (5-2)**
A course dealing with the basic principles of efficient classification, evaluation and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility.
- AHR 0101 Air Conditioning and Refrigeration Credit 4 (3-2)**
A general introduction to the principles of refrigeration, including the study of the assembly of the components and connections necessary in the mechanisms, methods of operation and control, and proper handling of refrigerants in charging the system. The use of testing equipment in diagnosing trouble, conducting efficiency tests, and general maintenance work are also included.
- AHR 1101 Automotive Air Conditioning Credit 4 (3-3)**
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms; the methods of operation and control; and the proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.

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- AIB 0200 Inside Commercial Banking Credit 4 (4-0)**
A thorough analysis of commercial banking in the United States and the major issues facing today's bankers. This thought-provoking course focuses on the latest competitive, regulatory, technological, and market-related developments that have changed the nature of the commercial banking business.
- AIB 0201 Principles of Banking Credit 4 (4-0)**
A sampling of topics found in the basic text includes: the history and evolution of banking; the documents and language of banking; the deposit, check processing, and collection functions; bank bookkeeping; loans and investments; trust services; specialized services to foreign traders, individuals and other banks; and bank regulation and examination. It also covers new trends gaining attention in banking circles in the areas of accounting, pricing and profitability, and the personnel and security functions of a bank.
- AIB 0203 Marketing for Bankers Credit 3 (3-0)**
This course answers the question: What is marketing? It then looks at what motivates customers to purchase financial services and instructs how to develop a successful marketing plan. It shows how to integrate the public relations, advertising, sales promotion, selling, and service distribution functions at your bank. Content highlights are consumer motivation and buying behavior, marketing information and research, marketing management process, marketing and the wholesale side of banking, and public relations and communications.
- AIB 0205 Introduction to Commercial Lending Credit 3 (3-0)**
This comprehensive treatment of commercial lending is designed for entry-level commercial loan officers, and anyone wanting to know more about the role of commercial lending in the banking industry and in the economy as a whole. After surveying the big picture, this course zeroes in on the basic analytical and technical topics. These include the characteristics of the business loan customer and the fundamentals of commercial loan portfolio management, legal and regulatory requirements, and overall management of the commercial lending function.
- AIB 0206 Law and Banking: Principles Credit 4 (4-0)**
This course includes up-to-date summaries of law pertaining to contracts, real estate and bankruptcy. It also contains a complete chapter on the legal implications of consumer lending. A comprehensive glossary of legal terminology related to banking and commercial transactions is included.
- AIB 0207 Law and Banking: Applications Credit 4 (4-0)**
An introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. It also discusses check losses and a broad range of legal issues related to processing checks. Contains up-to-date summaries of the laws related to collateral, perfection and default. Interesting case studies are used to illustrate important legal points related to banking practices.
- AIB 0209 Consumer Lending Credit 3 (3-0)**
Consumer lending is designed to give you a better understanding of consumer credit operations. It provides a thorough treatment of this high-profile bank function, surveys credit risk evaluation, setting policy, handling the loan from application through documentation and closing, servicing and collection, compliance methods, portfolio management, and marketing.
- AIB 0210 Money and Banking Credit 4 (4-0)**
A fundamental but scholarly treatment of bankers' stock in trade: money and how it functions in the U.S. and world economics. Includes an introduction to the concept of money supply and the role of banks as money creators and as par-

COURSE DESCRIPTIONS

- participants in the nation's payments mechanism. Examines the complex topics of the types of financial institutions and how they operate, the workings of monetary and fiscal policy and how it is implemented, the functions and powers of the Federal Reserve, monetary theory, the ways in which the banking system is used to implement national policy goals, and the mechanisms of international banking.
- AIB 0215 Accounting Principles I Credit 6 (6-0)**
This course emphasizes modern practices of accounting procedures, and includes coverage of the latest accounting principles set by the Financial Accounting Standards Board. Course highlights include: the accounting environment, processing accounting information, the accounting cycle, accounting systems and special journals, assets and liabilities, control of cash, payroll accounting, and accounting theory and partnerships.
- AIB 0216 Accounting Principles II Credit 6 (6-0)**
This course delves into policy analysis and management, with emphasis on detailed accounting functions and procedures. Content highlights include: corporate accounting, bond and stock investment, analysis and interpretation of financial statements, responsibility accounting and budgeting.
- AIB 0220 Fundamentals of Bank Data Processing Credit 5 (5-0)**
Comprehensively covers the popular topic of data processing applications to banking and it presents the material in a nontechnical style. Developed with non-data processing personnel in mind. The program also discusses current industry trends in automation such as mini-computers, word processing, and EFTS.
- AIB 0222 Deposit Operations Credit 4 (4-0)**
A comprehensive treatment of where the U.S. payments system stands now and where it is headed. This course examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the shift in the U.S. payments mechanism to electronic funds and what this shift means for banks in the future.
- AIB 0223 BankSim Credit 4 (4-0)**
Through BankSim's sophisticated computer model, participants manage a \$500 million commercial bank in competition with other banks in their community. The BankSim model has expanded the number of variable-rate loans available and now includes variable-rate savings certificates and financial futures. It also contains new information about "gap" management-determining rate sensitivity and the liquidity of a bank's assets and liabilities during a given period.
- AIB 0224 Financial Planning for Bankers Credit 4 (4-0)**
This course will give a general appreciation of the financial planning process and its applications. Part I of the text is a collection of eight separately authored chapters, which, when taken together, give an overview of financial planning concepts and issues. Part 2 contains twelve modules that show how to apply financial planning concepts to personal financial decisions, both at home and on the job.
- AIB 0225 Analyzing Financial Statements Credit 3 (3-0)**
Teaches the basic skills of financial statement analysis to the prospective bank lender/credit analyst who is already familiar with fundamental accounting procedures and practices. The course is a practical means of discovering how financial data are generated and their limitations; techniques for analyzing the flow of a business's funds; and methods for selecting and interpreting financial ratios. It also presents analytical tools for predicting and testing assumptions about a firm's future performance.

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- AIB 0226 Special Topics Credit 3 (3-0)**
A specialized course related to the Banking and Finance curriculum in which topics are selected according to the interests of the student and instructor, depending on the technology of the market and industry.
- ART 0125 Fundamentals of Art and Design Credit 3 (2-2)**
Includes fashion drawing, the study of color, line, design and motifs to develop ability to recognize style, detail, and trends.
- AUT 1111 Automotive Body Repair Credit 10 (6-12)**
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1111A Automotive Body Repair — A Credit 5 (3-6)**
Basic principles of automobile construction, design and manufacturing. A thorough study of angles, crown, and forming of steel into complex contour of the present day vehicles. The student begins to apply the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1111B Automotive Body Repair — B Credit 5 (3-6)**
Review of AUT 1111A. The student finishes the application of the basic principles of straightening, aligning, and painting of damaged areas.
- AUT 1112 Automotive Body Repair Credit 10 (6-12)**
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.
- AUT 1112A Automotive Body Repair — A Credit 5 (3-6)**
A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and bends, and straightening typical auto body damage.
- AUT 1112B Automotive Body Repair — B Credit 5 (3-6)**
Review of AUT 1112A. The student begins to acquire skills such as shaping angles, crowns, and contour of the metal of the body and fenders, metal working and painting.
- AUT 1113 Metal Finishing and Painting Credit 10 (6-12)**
Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting; straightening of doors, hoods, and deck lids; fitting and aligning; painting fenders and panels; spot repairs; complete vehicle painting; and the use and application of power tools.
- AUT 1113A Metal Finishing and Painting — A Credit 5 (3-6)**
Developing the skill of shrinking stretched metal; soldering and leading; preparing the metal for painting; and straightening of doors, hoods, and deck lids.
- AUT 1113B Metal Finishing and Painting — B Credit 5 (3-6)**
Fitting and aligning the parts to each other; painting fenders, panels and spot repair; complete vehicle painting; and the use and application of power tools.
- AUT 1114 Body Shop Application Credit 14 (8-18)**
General introduction and instruction in the automotive frame and front-end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel align-

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ment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

AUT 1114A Body Shop Application – A **Credit 5 (3-6)**

General introduction and instruction in the automobile frame and front-end suspension systems; the methods of operation and control; and the safety of the vehicle.

AUT 1114B Body Shop Application – B **Credit 5 (3-6)**

Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training.

AUT 1114C Body Shop Application – C **Credit 4 (2-6)**

The writing of repair orders, purchasing parts, estimating damage, and developing the final settlement with the adjuster.

AUT 1115 Trim and Glass Installation Credit 2 (1-3)

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories; and glass removal, cutting, fitting, and installation.

AUT 1123 Automotive Brakes, Chassis and Suspension Systems Credit 7 (4-9)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, power adjustment, and repair. Principles and functions of the components of the automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment.

AUT 1124 Automotive Power Train Systems Credit 4 (2-6)

Principles and functions of automotive power-train systems: clutches and transmission gears, drive-shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1125 Automotive Servicing I Credit 8 (4-12)

Emphasis is on the shop procedures necessary in “troubleshooting” the various component systems of the automobile. “Troubleshooting” of automotive systems provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.

AUT 1128 Automatic Transmission Credit 6 (3-9)

The automobile has rapidly progressed during the past 20 years and the automatic transmission has taken the place of the dominant form of power transmission in the car. The automatic transmission is studied in detail and lab work is performed on the various types of transmissions, both domestic and imported. Diagnosing and repairing malfunctions in the transmission by factory-approved methods and safe procedures are stressed.

AUT 1130 Machine Shop Operation Credit 2 (1-3)

Many operations performed on the various parts of the automobile are performed in specialty shops. This course is designed to acquaint the student with the various machine-shop operations. Some of the more numerous machinist operations include: boring, resurfacing, line-boring, crankshaft and camshaft grinding, reaming and sizing and valve guide replacement. In this course the emphasis is placed on the simulation of these operations rather than actual hands-on operation.

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- BIO 0100 Anatomy and Physiology Credit 5 (4-2)**
A course, primarily for Biomedical students, dealing with normal structure and related functioning of all systems of the human body. The human body is studied in its entirety in an effort to understand the coordination of all systems to maintain the need for homeostasis. Included are the integumentary, skeletal, muscular, nervous, digestive, circulatory, respiratory, urinary, and reproductive systems. Laboratory work is designed to aid in the competency of the entire course.
Prerequisite: High School Biology
- BIO 0101 Anatomy and Physiology I Credit 5 (4-2)**
A course dealing with normal structure and related functioning of the skeletal, muscular, digestive, nervous, integumentary, and special senses systems of the human body. The human body is studied in an effort to understand the coordination of all systems to maintain the need for homeostasis. X-ray films, palpations, cross-sectional sections of the human body, models, torsos, preserved human organs and dissections are used during laboratory class work in order to aid comprehension.
Prerequisites: High School Biology or acceptance into an Allied Health curriculum.
- BIO 0102 Anatomy and Physiology II Credit 5 (4-2)**
A continuation of BIO 0101 dealing with normal structure and related functioning of the circulatory, respiratory, urinary, reproductive and endocrine systems of the human body. An understanding of the basic facts of human anatomy and physiology which are particularly useful for an Allied Health program. The laboratory work includes the study of X-ray films, palpations, preserved human organs, cross-sectional sections of the human body, models, torsos, and dissections. One on one dissections are utilized to enhance competence of the subject.
Prerequisite: BIO 0101
- BIO 0103 Cardiopulmonary Anatomy and Physiology Credit 4 (2-4-0)**
This course provides a concise study of the cardiac and pulmonary anatomy and physiology. Emphasis is placed on the areas of acid-base balance, ventilation-perfusion relationships, the mechanics and control of respiration. An introduction to ECG analysis is also included.
Prerequisites: BIO 0101, ENG 0101, RTH 0201, MAT 0105
- BIO 0106 Human Structure & Function I Credit 5 (3-4)**
This course emphasizes the structure and function of the human cell, tissues, integument, skeletal and muscular systems, and introduces the nervous system. Topics include cell structure, and function, support and movement of the human body, nerve tissue classification, and spinal cord anatomy. Upon completion, students will be able to apply their knowledge of cell biology and maintenance and support systems to the human body. The course includes laboratory studies as they relate to classroom instruction. Topics include microscopic examination of cells and tissues, skeletal and muscular anatomy, and an introduction to the nervous system. Upon completion, students will be able to recognize human cells and tissue types, identify bones, muscles, and parts of the spinal cord.
Prerequisite: High School Biology or equivalent
- BIO 0107 Human Structure & Function II Credit 5 (3-4)**
This course includes nervous, cardiovascular, lymphatic, respiratory, digestive, reproductive, urinary, and endocrine system anatomy. Topics include the brain, autonomic nervous system, heart and blood vessels, assimilation of foods, endocrinology, excretion of wastes, and reproduction. Upon completion, students will be able to apply their understanding of these systems to the control and maintenance of the human body. Topics in the laboratory portion include the brain

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and cranial nerves, cardiovascular anatomy, the special senses, and respiratory, digestive, urinary, and endocrine anatomy. Upon completion, students will be able to apply their understanding of these systems to the maintenance and control of the human body.

Prerequisite: BIO 0103

Corequisite: BIO 0106

BIO 0175 Anatomy and Physiology Review for Allied Health Credit 3 (3-0)

Students will review all systems of the human body with emphasis on those relevant to the students enrolled in the course. The class will be organized to the needs of the students. Laboratory exercises will be developed to aid students in retention of Anatomy and Physiology Principles.

BIO 0203 Advanced Physiology Credit 3 (3-0)

Designed to provide the Associate Degree student with an understanding of the various physiological processes characteristic of living organisms. The functioning of the individual organ systems with the focus on interrelationships between organ systems in the maintenance of homeostasis and other selected topics in vertebrate physiology. Characteristics of muscles, electrical properties of nerve conduction, reflex function, blood and circulation, respiration and kidney function will be included. Not required for PN candidates.

Prerequisite: BIO 0102

BIO 0204 Microbiology Credit 4 (3-2)

An introduction to microorganisms including viruses, rickettsia, bacteria, fungi, and protozoa. Emphases are medical and nursing oriented providing basic principles of microbiology, immunology and various methods of control as related to pathogenic organisms. Selected laboratory assignments provide for demonstration of this principle.

Prerequisites: BIO 0101 & BIO 0102, or Instructor/Program Head approval.

BIO 0205 General Pathology Credit 3 (3-0)

This course is designed to introduce the student to the study of disease processes in the human body. Emphasis will be placed upon the cause, pathogenesis, occurrence and prognosis of common human diseases.

Prerequisite: BIO 0101

BIO 0300 Cardiopulmonary Resuscitation Credit 1 (1-0)

Teaches and develops skills in the life-saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of this course, persons will be certified in CPR.

BIO 0301 Multimedia First Aid and CPR Credit 1 (1-0)

Basic first-aid class as approved by the American Red Cross. Makes use of lecture, films, and hands-on activities. CPR is taught according to the American Heart Association.

BMT 0101 BMET at Work: Introduction to the Hospital and Industry Credit 1 (1-0)

An introduction to the field of Biomedical Equipment Technology. The student will be introduced to the organization and structure of the various medical facilities, the role of the BMET, the variety and functions of medical equipment. Consideration will be given to organizations affecting the BMET's work and literature related to the field. Visitations will be made to medical facilities to observe the BMET at work.

BMT 0163 Laboratory Practices Credit 2 (1-3)

The objective of this course is to develop skill in the use of the various hand tools

used by the technician. The student is trained to observe safety precautions, use hand tools properly and safely, prepare and solder wire, components, and devices. The student is expected to construct a chassis for an electronic system, use fasteners, tubing and terminals where appropriate, using proper construction techniques, and produce a working system using printed circuit construction techniques.

- BMT 0201 Internship Credit 2 (0-24)**
The student is placed in a medical facility or industry for an eleven week period and works under the direct supervision of a qualified BMET or Clinical Engineer. During the internship the student is exposed to the variety of responsibilities required in the profession.
- BMT 0202 Seminar Credit 1 (1-0)**
Designed in conjunction with the internship to afford students the opportunity to share their work experiences and to discuss with the instructor problems encountered in this experience. Attention is also given to developing positive attitudes toward the work environment and human relationships.
- BMT 0224 Digital Electronics – BMT Credit 5 (2-6)**
An intensive exploration of the fundamentals of digital electronics. Students investigate the techniques, semiconductor devices, and integrated circuits used to implement the basic digital logic circuits. A discussion of Boolean Algebra and its relation to digital logic will also be presented.
- BMT 0225 Microprocessors – BMT Credit 5 (2-6)**
Modern medical equipment necessitates an understanding of the fundamentals of microprocessors. This course is designed to provide an introduction to a complete computing system. Number systems and codes, computer arithmetic and an introduction to programming are emphasized.
Prerequisite: BMT 0224
- BMT 0234 Introduction to Medical Instrumentation Credit 3 (2-3)**
This course will introduce the student to the basic building blocks of medical instrumentation and will extend his knowledge into the operation of biomedical instruments through the introduction of common electrical circuitry of these instruments. Common electronic circuits will be pointed out and illustrated circuits such as differential amplifiers, operational amplifiers, voltage level detectors and other systems will be the basis of this source of inquiry. Other important aspects of biomedical systems will be covered as time permits.
- BMT 0244 Medical Instrumentation I Credit 5 (3-4)**
This course will extend the student's knowledge of the operation of several biomedical instruments by continuing to build on the instruction from Introduction to Medical Instrumentation and looking at particular segments of medical instrumentation such as cardiac monitoring, electrocardiographs, electroencephalographs, defibrillators. Procedures for maintaining, repairing, and calibrating this equipment will be learned. Each piece of equipment will be broken down into its major components, dismantled, reassembled and adjusted so that the equipment operates within the tolerances specified by the manufacturer. In addition, all aspects of electrical safety concerning the use of this equipment will be covered within this segment.
- BMT 0248 Laser Fundamentals Credit 2 (1-2)**
A fundamental study of how laser light is produced, contained, and used. Basic theory of different wavelengths of light, their properties, characteristics, etc. will be introduced. Lasers of different wavelengths will be discussed with special emphasis as to their effect on human tissue. Also included will be delivery systems

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with special emphasis on fiber optics, lenses, and filters. Safety guidelines presented will come from ANSI standards, including class I, II, III, and IV lasers.

- BMT 0249 Medical Laser Equipment Credit 3 (2-2)**
A study of laser instrumentation pertaining to the field of medicine. Different types of lasers, including helium-neon, argon, CO₂, dye, excimer, and Neodymium. YAG will be studied. Special emphasis will be placed on wavelengths, methods of producing laser light, and reactions of different types of laser with human tissue. ANSI safety standards will be discussed as well as special safety factors pertaining to laser use in the hospital. A field trip to a hospital to observe a laser surgery will be taken as a part of the course, contingent upon a suitable available case and hospital/physician permission.
- BMT 0254 Medical Instrumentation II Credit 5 (3-4)**
This course is designed to provide the technician with the further understanding of instruments not covered in the Introduction to Medical Instrumentation or Instrumentation I. Procedures for maintaining, repairing and calibrating this equipment will also be learned and each piece of equipment will be broken down into its major components, dismantled, reassembled, and adjusted so that the equipment operates within the tolerances specified by the manufacturer. All aspects of electrical safety on this equipment will also be covered during the course of instruction.
Prerequisite: BMT 0244
- BMT 0264 Biomedical Troubleshooting Techniques Credit 5 (3-4)**
Basic problems involving tracking down and identifying problems frequently encountered with the various types of medical instrumentation are to be covered in this course. Much of the time will be spent in developing the logical troubleshooting techniques such as backtracking and half split rule. Clinical monitoring devices and other equipment will be used for the laboratory exercise. Mechanical as well as electronic problems will be considered.
- BMT 0271 Biomedical Equipment: Selection and Design Credit 2 (1-2)**
Students will be required to research, propose and carry to completion a suitable biomedical equipment selection project. Other aspects of the course will include a study of the basic concepts of what is considered to be equipment design of high quality. Some aspects to be considered will be the equipment design which provides for ease of service. Other aspects to be considered will be component location, chassis strength, operations simplicity, repair accessibility as well as equipment aesthetics. The study of manuals provided by manufacturers and the various schematic drawings will also be included.
- BMT 0280 X-Ray Equipment I Credit 5 (3-4)**
An introduction to radiation producing equipment, ultrasound and nuclear scanners. Emphasis is placed on maintaining, repairing and adjusting this equipment to assure that the equipment operates within the tolerance specified by the manufacturer.
Prerequisite: PHY 0243
- BMT 0281 X-Ray Equipment II Credit 5 (3-4)**
Principles learned in X-Ray I are applied to the analyses of actual specific X-ray equipment. Equipment theory is covered in detail and attention is given to troubleshooting and servicing techniques. Diagnostic nuclear-medicine equipment is also covered in this course.
Prerequisite: BMT 0280
- BUS 0100 Keyboarding Credit 2 (1-2)**
The objective of this course is to develop touch keyboarding skills for all alphabetic, punctuation, and number keys on the standard keyboard. In addition,

instruction is provided for the ten-key numeric pad and in formatting personalized business letters and memorandums.

BUS 0101 Introduction to Business Credit 3 (3-0)

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

BUS 0102 Typewriting I Credit 3 (1-4)

The objective of this course is a foundation for speed and accuracy. Basic training on the following: position, touch operation, mastery of keyboard, skill-building drills, and problem typing of simple business letters and tabulations.

BUS 0103 Typewriting II Credit 3 (1-4)

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 0102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 0104 Typewriting III Credit 3 (1-4)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.

Prerequisite: BUS 0103 or the equivalent. Speed requirement: 40 words per minute for five minutes.

BUS 0106 Shorthand I Credit 4 (3-2)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 0107 Shorthand II Credit 4 (3-2)

Continued study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: BUS 0106 or the equivalent.

BUS 0108 Shorthand III Credit 4 (3-2)

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: BUS 0107.

BUS 0110 Electronic Calculator Credit 3 (2-2)

A course designed to help the students acquire skills in operating electronic calculators, both printing and display types, and to extend and strengthen knowledge of business mathematics through solutions at the calculator of a wide range of problems commonly encountered in business activity.

BUS 0112 Records Management Credit 3 (3-0)

An introduction to the record systems used in business with emphasis on the management and control of those systems. Filing methods will also be studied.

BUS 0115 Business Law I Credit 3 (3-0)

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, sales, and bailments.

BUS 0116 Business Law II Credit 3 (3-0)

Includes the study of laws pertaining to commercial paper, agency, partnerships, corporations, and property rights.

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- BUS 0117 Consumer Law Credit 3 (3-0)**
This course provides a personal approach to law designed for the lay person. Material deals with the daily problems confronting citizens such as court procedures, family relationships, contracts, property law, fair credit reporting, Privacy Act, business relationships, and consumer rights.
- BUS 0120 Accounting I Credit 6 (6-0)**
A study of the principles and techniques of accounting centered around collecting, summarizing, and reporting information about service and mercantile enterprises.
- BUS 0121 Accounting II Credit 6 (6-0)**
Principles, techniques and tools of accounting are applied to the partnership form of business, with emphasis placed on the special journals and reports used by a partnership. This course also includes a more in-depth look at some of the concepts introduced in BUS 0120.
Prerequisite: BUS 0120
- BUS 0122 Accounting III Credit 6 (6-0)**
Principles, techniques, and tools of accounting are applied to the corporate form of business, with emphasis on the special journals and reports used by a corporation. This course also includes a more in-depth look at some of the concepts introduced in BUS 0120.
Prerequisites: BUS 0120 and 0121.
- BUS 0123 Business Finance I Credit 3 (3-0)**
Includes a study of the financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- BUS 0124 Business Finance II Credit 3 (3-0)**
Financing federal, state and local governments and the ensuing effects upon the economy. Factors affecting supply funds, monetary and credit policies.
Prerequisite: BUS 0123
- BUS 0150 Introduction to Advertising Credit 3 (3-0)**
A survey of the field of advertising with emphasis on media, consumer behavior, market research, and the coordination of a total advertising campaign.
- BUS 0183 Vocabulary Credit 3 (3-0)**
Designed to build vocabulary in both speaking and reading. Such general listings as medical, legal, and realty terms are covered. Emphasis is also placed on being able to identify names of people and places in order to build comprehension while reading newspapers and news magazines. Vocabulary study is required for secretarial students, but is open to enrollees in all curriculums.
- BUS 0190 Job Application and Interview Credit 1 (1-0)**
A mini course which covers such information as selling yourself, discovering opportunities, the personal interview, the application form, application letters, and resume preparation.
- BUS 0192 Electronic Typewriting Credit 1 (1-0)**
A mini course which teaches the capabilities of electronic typewriting while reviewing the rules of correspondence, reports, and table typing. Must have keyboard knowledge.
- BUS 0193 Community Banks and Services Credit 1 (1-0)**
A mini course which surveys the functions and services of a commercial bank.

Areas covered include savings and demand deposits, trusts, investment counseling, safe deposit boxes, IRA's, Certificates of Deposit, variable-rate loans, fixed-rate loans, student-loan services, mortgages, and revolving credit products.

- BUS 0194 Stock Market Fundamentals and Investments Credit 1 (1-0)**
A mini course which will analyze the major and regional stock markets with emphasis on individual investments for financial security.
- BUS 0205 Typewriting IV Credit 3 (1-4)**
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents.
Prerequisite: BUS 0104. Speed requirement: 50 words per minute for five minutes.
- BUS 0207 Executive/Legal/Medical Transcription Credit 3 (2-2)**
Covering materials appropriate to the course of study, students develop the accuracy, speed, and vocabulary that will enable them to meet the transcription requirements of business and professional offices.
Prerequisite: BUS 0211
- BUS 0211 Machine Transcription Credit 4 (3-2)**
An introduction to machine transcription. In addition to building transcription skill on the transcribing machine, emphasis will be placed on developing skills in grammar, spelling, and letter techniques. The Gregg Reference Manual is used.
- BUS 0214 Secretarial Procedures Credit 4 (3-2)**
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, interviewing for a job, grooming and office etiquette.
- BUS 0215 Office Application Credit 3 (1-4)**
Designed to acquaint the student with on-the-job training, one hour is spent in the classroom with four hours per week in a lab-type situation at local businesses which are related to the area of specialization in which each student is studying.
Prerequisite: Permission of the instructor.
- BUS 0219 Credit Procedures and Problems Credit 3 (3-0)**
Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included.
- BUS 0220 Personal Development Credit 3 (3-0)**
Designed to give the student expert knowledge of make-up, hair care, posture, figure control, and fashion, and to make the necessary changes in appearance so as to achieve the modern career look.
- BUS 0222 Intermediate Accounting I Credit 6 (6-0)**
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on the preparation of financial statements, cash and temporary investments, receivables and inventories.
- BUS 0223 Intermediate Accounting II Credit 6 (6-0)**
A comprehensive study of accounting principles introduced in earlier courses with special emphasis placed on long-lived assets, intangible assets, liabilities, owners equity accounts, and special accounting problems.
Prerequisite: BUS 0222.

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- BUS 0225 Cost Accounting I Credit 3 (3-0)**
A study of the nature and purpose of cost accounting with emphasis on accounting for direct labor, materials, factory overhead, and the job order system of cost accounting.
Prerequisite: BUS 0121
- BUS 0229 Income Taxes Credit 6 (6-0)**
A study of federal income taxes with emphasis on the preparation of individual tax returns. A detailed study of form 1040 and supporting schedules is stressed.
- BUS 0232 Sales Development Credit 3 (3-0)**
A study of the sales process including mastering and applying the fundamentals of selling, product knowledge, consumer attitudes and motivation.
- BUS 0233 Personnel Management Credit 3 (3-0)**
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.
- BUS 0235 Business Management Credit 3 (3-0)**
A detailed analysis of planning, organizing, directing, and controlling from a middle management point of view.
- BUS 0239 Marketing Credit 6 (6-0)**
A general survey of the field of marketing with emphasis on marketing institutions, promotion, pricing, marketing channels, and market research.
- BUS 0244 Purchasing Credit 3 (3-0)**
A study in ordering form and procedure to obtain specified items and quantities of items on schedule at lowest cost consistent with quantity requirements.
- BUS 0245 Retailing Credit 3 (3-0)**
The focus is on the operational problems of retailing centered around organization, location, buying, selling, promotion, service, and merchandise handling.
- BUS 0247 Fundamentals of Risk and Insurance Credit 3 (3-0)**
Designed to help the student understand the nature of risk, the need for insurance, and the basic features of some of the more common insurance policies.
- BUS 0250 Payroll Accounting Credit 3 (3-0)**
A comprehensive study of accounting principles as applied to payroll records with particular emphasis placed on payroll computations, payroll taxes, and state and federal reports.
Prerequisite: BUS 0120
- BUS 0251 Fundamentals of Real Estate Credit 6 (6-0)**
This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market, and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.
- BUS 0252 Real Estate Law Credit 3 (3-0)**
This course consists of advanced-level instruction in real property ownership and interests, transfer of title to real property, land use controls, real estate brokerage and the law of agency, real estate contracts, landlord and tenant law, mortgages/deeds of trust, property insurance, federal income taxation of real estate, the N. C. Real Estate License Law, Rules/Regulations of the N. C. Real Estate Licensing Board, and the Licensing Board's "Trust Account Guidelines."

- BUS 0253 Real Estate Finance Credit 3 (3-0)**
This course consists of advanced-level instruction on the major aspects of financing real estate transactions, including sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation, closing real estate sales transactions, and finance mathematics.
- BUS 0254 Appraising the Single Family Residence Credit 3 (3-0)**
This course encompasses the fundamentals of single family Real Estate Appraisal. The three basic methods: cost approach, market approach and income approach, are thoroughly reviewed and applied through practical exercises. The course also involves field trips to the Stanly County Tax Department, Mapping Department, Register of Deeds and the Clerk of Court in order to acquaint students with the research and analysis required for the single family residence appraisal.
- BUS 0255 Real Estate Brokerage Operations Credit 3 (3-0)**
This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records and bookkeeping systems (including trust account bookkeeping), and financial operations.
- BUS 0268 Principles of Banking Credit 4 (4-0)**
The foundation of most other American Institute of Banking courses, this course looks at nearly every aspect of banking. Providing a comprehensive introduction to the diversified services offered by the banking industry today, it is essential for most new banking personnel. The revised course includes new material on bank accounting, pricing, and profitability; and expands the discussion on the personnel and security functions of the bank.
- BUS 0269 Auditing Credit 5 (5-0)**
An analysis of accounting control systems and the independent auditor's examination of the system and other evidence as a basis for expressing an opinion on financial statements.
Prerequisite: BUS 0122
- BUS 0271 Office Management Credit 3 (3-0)**
A study of the fundamental principles of office management with emphasis on office automation, planning, controlling, organizing and solving office problems.
- BUS 0272 Principles of Supervision Credit 3 (3-0)**
Introduces the basic responsibilities and duties of the supervisor's relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
- BUS 0273 Word Processing I Credit 4 (3-2)**
A course designed to teach the concepts of word processing as it relates to the modern office. The student will be able to operate an editing typewriter with special emphasis on standardized procedures, document coding, production measurement, logging, and form letter production.
Prerequisites: BUS 0102 or typing proficiency.
- BUS 0274 Word Processing II Credit 4 (3-2)**
A word processing simulation using a software package for the microcomputer.
Prerequisites: BUS 0273 or Program Head Approval
- BUS 0275 Professional Secretarial Review Credit 3 (3-0)**
This course is designed to prepare secretarial students to take the Certified Pro-

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Professional Secretarial Examination. The course will cover areas in management, behavioral science, business law, economics, accounting, and office machines. The content of the course is directed at review materials and preparing students for CPS Exam.

- BUS 0280 Small Business Management Credit 3 (3-0)**
A study of how to start, staff, and finance a new business, as well as how to develop profit planning and adequate accounting records. Case studies are used to bring out some of the potential problems of operating a small business.
- BUS 0281 Managing Conflict in Business and Industry Credit 3 (3-0)**
Emphasis is placed upon understanding the nature of conflict in business and industry and identifying ways to deal with stress and conflict in the work setting. Methods and techniques will be employed to creatively manage employee conflicts as well as to channel destructive feelings and emotions into positive outlets. Simulation, role playing, lecture, and active class discussion will be the instructional method.
- BUS 0299 Business Decisions Credit 3 (3-0)**
A comprehensive analysis of decision making from a total organization's point of view. An investigation of decision tools, along with the use of case analysis and simulation games to develop decision making skills.
Prerequisites: BUS 0101, ECO 0104, BUS 0122, BUS 0124, and BUS 0239.
- BUS 0400 Executive Management for Women Credit 3 (3-0)**
This course affords insights and procedures which promote upward mobility for women in business careers who wish to become more knowledgeable, more effective, and better prepared to face the obstacles which stand in the path of successful management careers in modern corporations.
- BUS 1103 Small Business Operation Credit 3 (3-0)**
A study of starting and financing a small service type of business and also an introduction to financial record keeping, payroll forms, taxes, business law, and types of business organizations.
- BUS 1104 Cosmetic Sales and Marketing Credit 3 (3-0)**
Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.
- BUS 1105 Industrial Organizations Credit 3 (3-0)**
Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.
- BUS 1195 Small Business Operations Credit 3 (3-0)**
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering business, and employer-employee relations.
- CAD 0201 Introduction to Computer-Aided Design Credit 4 (2-6)**
The introductory CAD course includes a description of computer-aided design systems, advantages, applications, and operational skills with emphasis on construction geometry and developing a data base. Competencies include: 1) inputting geometric data via keyboard, digitizer, and menu with stylus; 2) editing, filing, retrieving, and screen controls such as zooming, mirroring, rotating, and layering; and 3) outputting data for plotting and printing.

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- CAD 0202 Mechanical Design Applications Credit 4 (2-6)**
Instruction emphasizes skill development in two and three dimensional mechanical design applications using interactive computer graphics. Topics covered include 2-D and 3-D construction techniques, auxiliary views, view ports, conic sections, surface construction intersection, sectioning, multi-view and assembly drawings, bills of materials, and mass properties computations.
Prerequisite: CAD 0201
- CAD 0203 Computer-Aided Drafting / Design/Structural Application Credit 4 (2-6)**
Utilizing the application of computer-assisted graphics, the student will be expected to complete a detailed study of mechanical equipment and preparation of plans and detailed drawings as prepared by the mechanical engineering consultant or contractor for the architectural structure. Heating and air conditioning, lighting and electrical, plumbing, and other mechanical equipment as necessary for construction will be included in this study. Emphasis will be placed on computer-assisted drafting techniques used in preparing appropriate drawings and details.
- CAT 0116 Photography I Credit 2 (1-2)**
An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment.
- CET 0100 Introduction to Micro/Mini Computers Credit 3 (2-2)**
Introduces the student to the basic organization and operation of a digital computer. Includes an introduction to computer logic hardware and software, movement of data within a computer, identification of major hardware components and their interaction, concepts of programming, as well as the basic structure and applications of computer system.
- CET 0101 Pascal Programming Language Credit 5 (3-4)**
Pascal Language deals with an overview of the computer and its many uses. General areas covered will include: What is a computer? A computer glossary. How does it work? Languages, what can it do? Peripherals, Software, Programming Basics. Through a class project students will gain hands-on experience in utilizing Pascal Language. The course also covers file handling, menus, interactive programming and sorting.
- CET 0102 Professional Skill Development Credit 1 (1-0)**
This is a one hour lecture course that will deal with self motivation, time management, study skills and techniques, and topics that are designed to **instill commitment, stick-to-it characteristics** and other characteristics which will promote student retention.
- CET 0103 C Programming Language Credit 5 (2-6)**
The course is designed to give the student hands-on training in "C" programming at Unix operating systems. The student will enter, compile, debug their own programs utilizing a variety of Engineering and Scientific Applications.
Prerequisite: MAT 0100
- CET 0104 C/Unix Programming Language Credit 5 (2-6)**
An intermediate course involving the C language. The Unix operating system is introduced with additional topics including: program portability, hardware programming, and industrial control applications. The student will program a variety of industrial and engineering applications.

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- CET 0120 Computer Circuits I Credit 5 (3-4)**
A course in digital integrated circuits intended to provide a basic understanding of digital signal sources, gating, truth table, boolean algebra, combination circuits, and flip flops. Coverage also includes truth table, sequential circuits and state diagram, PLA, PAL's, registers, counters.
Prerequisite: MAT 0101
- CET 0214 Computer Technology I Credit 4 (2-4)**
An introductory course in microprocessors. A microcomputer trainer based on 8 bit 6502 provides experience in programming, assembly language, I/O techniques, logical and arithmetic operation. Coverage also includes branching, loops, as well as interruptions and trade offs between computer components.
Prerequisite: MAT 0101
- CET 0215 Pulse and Switching Circuits Credit 4 (2-4)**
A course in the analysis and design of circuits which generate and shape digital wave forms. Included in this study are passive waveshaping circuits, delay lines, solid state switching characteristics, logic circuits, and multivibrators.
- CET 0221 Computer Architecture Credit 4 (2-4)**
An in-depth study of the design and organization of the computer processor with emphasis on mini-computers. Areas of study include arithmetic and logic unit, timing and control, memory elements, bus characteristics and I/O operation and control.
- CET 0231 Operating Systems Credit 4 (2-4)**
A study of the interrelationships of hardware and software at the system level, and the functional operation and utilization of compilers operating systems, and user-type programs. Emphasis is placed on the ability to discern between hardware and software faults and the use of operating systems and customer software to debug hardware sourced faults in systems.
- CET 0233 Special Topics Credit 4 (4-0)**
A specialized course related to the changing needs of industry and improving technology in which topics are selected according to the interests of the student and instructor.
- CET 0235 Machine/Assembly Language Programming Credit 5 (3-4)**
An introduction to computer instruction repertoire. The student develops understanding of machine language instructions and programming through hands-on use of the computer for program execution. An analysis of assembly language programming and analysis of multipass assemblers are included.
Prerequisite: CET 0103
- CET 0238 Data Communication and Local Area Networks Credit 4 (2-4)**
A comprehensive analysis of the physical elements, system devices, and procedures which are involved in the transmission and reception of data in a data communication systems. Topics studied include communication channels, transmission modes, line conditioning, modes and modulation techniques, serial communication interfaces, communication processors, data link configurations, and information codes.
- CET 0240 Fabrication Technology Credit 4 (2-4)**
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project.

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- CET 0241 Computer Circuits II Credit 4 (3-2)**
An intermediate course in computer circuits which provides understanding of finite state machine, verifying operation of a sequential system using finite state machine, checking experiments, path scan, flow diagram. Coverage also includes computer arithmetic, ALU's, multipliers and dividers.
- CET 0250 Computer Technology II Credit 4 (2-4)**
An intermediate course in microprocessors which provides experience in 16 bit microprocessors. A 16 bit Intel 8088 microcomputer trainer provides experience in programming, expanded addressing, memory segmentation, data handling and hardware familiarization and use of logic analyzers.
- CET 0254 Industrial Control Applications Credit 4 (2-4)**
The student is introduced to various control applications in which computers are utilized including: Robotics, supervisory control and data acquisition systems, and process control. Emphasis is placed on hardware components and specialized program languages used for industrial control.
- CET 0263 Forth Programming Language Credit 4 (2-4)**
A study of the Forth programming language. The student will write and test programs involving industrial control, robotics, and computer peripheral equipment. The relation between the Forth language and electronic hardware interfacing will be emphasized.
Prerequisite: CET 0235
- CET 0270 Computer and Peripherals Maintenance Credit 4(2-4)**
This course provides an introduction to the maintenance of typical industrial mini/micro computers, and associated peripheral equipment. The following topics will be covered: overview of computer system organization, instruction set, timing of computer systems, computer diagnostics, display terminals, printing equipment, mass storage devices, and troubleshooting methods. The function of I/O programming and control will be emphasized.
- CHM 0101 Chemistry Credit 4 (3-2)**
Study of the physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations, weights and measurements; theory of metals, acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates, electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Documented case studies of accidents in healthcare facilities will be examined as well as reports assigned to the students for investigation and documentation.
- CJC 0100 Basic Law Enforcement Training Credit 23 (14-27)**
The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officer's certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.
- CJC 0101 Introduction to Criminal Justice Credit 5 (5-0)**
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and

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responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

CJC 0102 Introduction to Criminology Credit 5 (5-0)

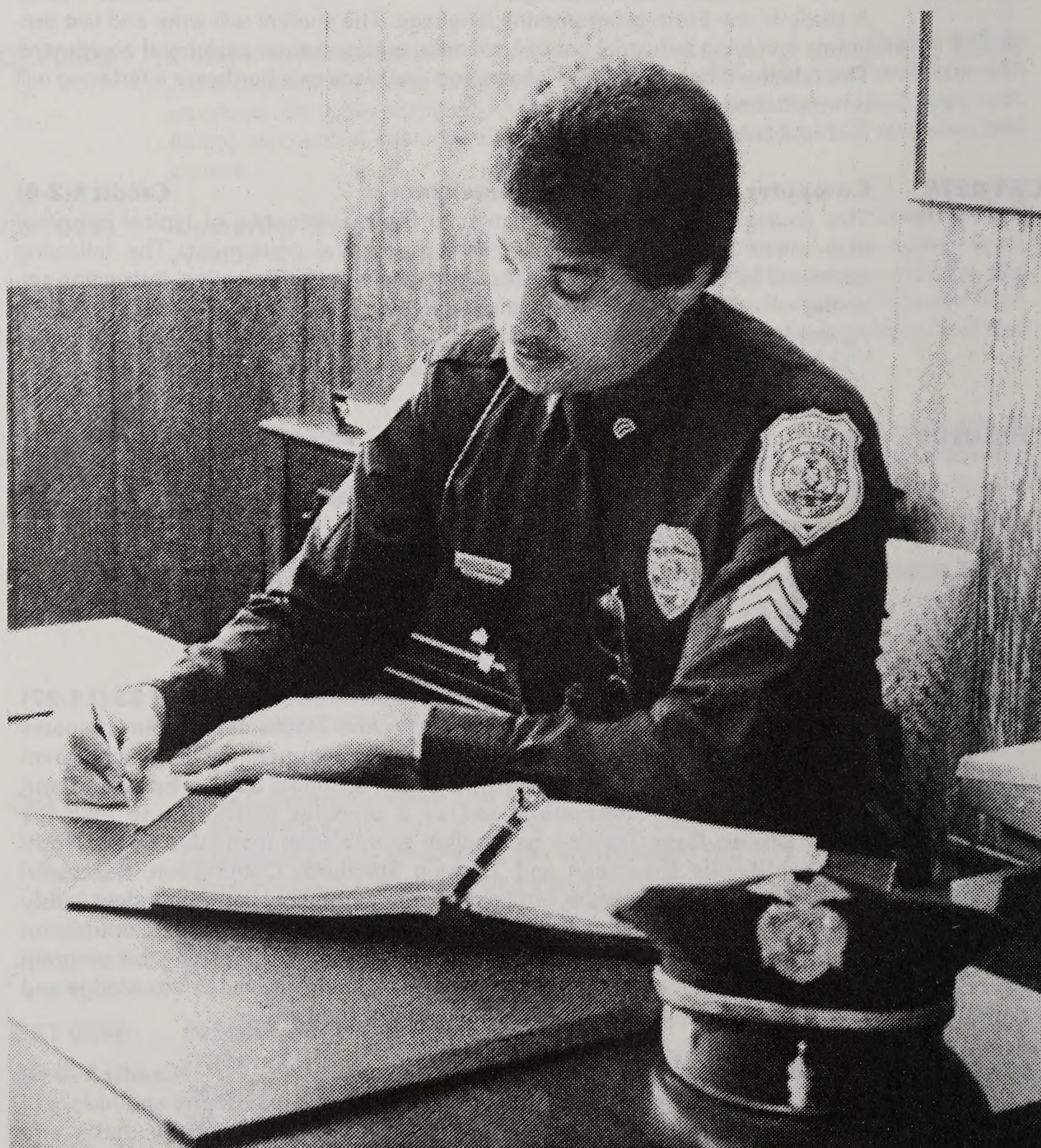
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

CJC 0110 Juvenile Delinquency Credit 5 (5-0)

General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

CJC 0115 Criminal Law I Credit 3 (3-0)

A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.



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- CJC 0203 Introduction to Corrections Credit 5 (5-0)**
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.
- CJC 0205 Criminal Evidence Credit 5 (5-0)**
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
- CJC 0206 Community Relations Credit 3 (3-0)**
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and the function of these groups as they relate to the possession of criminal justice-protective services.
- CJC 0210 Criminal Investigation Credit 5 (5-0)**
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.
- CJC 0216 Criminal Law II Credit 3 (3-0)**
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law.
- CJC 0220 Police Organization and Administration Credit 5 (5-0)**
Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training communications, records, property maintenance, and miscellaneous services.
- CJC 0225 Criminal Procedure Credit 5 (5-0)**
This course is designed to provide the student with a review of court systems, procedures from incident to final disposition, principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.
Prerequisite: CJC 0101
- CJC 0238 Principles of Correctional Administration Credit 3 (3-0)**
Emphasis is placed on the principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations and other correctional administrative functions.
- CJC 0255 Deviant Behavior Credit 5 (5-0)**
This course is designed to familiarize the student with human behavior and how it relates to the duties and responsibilities of the law enforcement officer.
- CJC 0256 Victimology Credit 3 (3-0)**
The study of victimology as an integral and significant part of the etiology of crime. The course will discuss the relationship between the victim and his criminal and shed more light upon the victim's functional role in crime. The course will cover the following: A. The history of the victim, B. Criminal-victim relationship as a crime factor, C. Compensation and restitution to victims of crime, D. The history of the victim.
- CJC 0259 Domestic and International Terrorism
in Law Enforcement Credit 3 (3-0)**
This course covers terrorism as a crime. The students will gain an insight into the nature of the worldwide threat and the magnitude of terrorism in the 1980's. The

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course includes a study of revolutionary terrorism, state terrorism, and an insight into domestic terrorism from current FBI data. The second part of the course will cover issues of combating terrorism — the question of “should the ransom be paid?” The course is based on “terroristic activity” hearings before the subcommittee to investigate the administration of the Internal Security Act and other internal security laws of the Committee on the Judiciary of the United States Senate, various dates, Vol. 1-9.

COS 1001 Cosmetology Study/Practice I Credit 15 (5-32)

This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring hair, scalp, and skin. Students will also practice and study finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.

COS 1002 Cosmetology Study/Applications II Credit 15 (5-32)

Classroom study involving study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Students will study live model performance. Students will also develop skills and an understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, and hair coloring.. Prerequisite: COS 1001

COS 1003 Cosmetology Study/Applications III Credit 15 (5-32)

Classroom study involving the study of anatomy, manicuring, chemistry, cosmetics-facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Students will be given continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hairstyling, hair coloring (rinses, etc.) and scalp treatments.

Prerequisites: COS 1001, COS 1002

COS 1004 Cosmetology Study/Applications IV Credit 15 (5-32)

Classroom study to further prepare the student who elects to continue in cosmetology for 1500 hours. Also continues the study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hairstyling, cold waving and hairstyling, cold waving and hair shaping.

Prerequisites: COS 1001, COS 1002, COS 1003

COS 3004 Cosmetology Instructor Training Credit 8 (4-12)

A comprehensive approach to introducing the licensing cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor.

Prerequisite: Be a licensed cosmetologist with six months of experience.

COS 3005 Cosmetology Instructor Training: Practicum Credit 10 (4-18)

A continuation of Cosmetology Instructor Training COS 3004 with emphasis on conducting theory classes, practical demonstrations, and clinical management under the direct supervision of the licensed cosmetology instructor. This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology.

Prerequisite: COS 3004 Cosmetology Instructor Training

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- DFT 0101 Technical Drafting I Credit 4 (2-6)**
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment; lettering; free-hand or thographic and pictorial sketching; geometric construction; orthographic instrument drawing and principal views; and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.
- DFT 0102 Technical Drafting II Credit 4 (2-6)**
The application of orthographic projections will be continued, applying them to working drawings. Standards and practices of dimensioning and tolerancing as approved by the American National Standards Institute will be studied. Threads, fasteners, charts and graphs, piping and welding drawings will be included, as well as a special emphasis on the student's major area of study.
Prerequisite: DFT 0101
- DFT 0103 Technical Drafting III Credit 4 (2-6)**
Continued study of sectional views and auxiliary views both primary and secondary, intersections and developments and their practical solutions. The various techniques employed to produce and render pictorial drawings including isometric, oblique, and perspectives.
Prerequisite: DFT 0102.
- DFT 0104 Blueprint Reading: Mechanical Credit 1 (0-2)**
A study of the interpretation and reading of blueprints with information on the basic principles of the blueprint, including lines, dimensioning procedures, and notes.
- DFT 0105 Blueprint Reading and Sketching Credit 1 (0-2)**
A continued practice in interpretation of blueprints as they are used in industry. Includes a study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, and sketching as a means of passing on ideas, information, and processes.
Prerequisite: DFT 0104.
- DFT 0106 Mechanical Drafting I Credit 4 (2-6)**
Upon completion of this course the student should be able to: 1) use drafting equipment and instruments; 2) letter words and numbers in Gothic; 3) draw orthographic and pictorial freehand sketches; 4) lay out geometric constructions; 5) execute orthographic drawings by use of instruments; 6) dimension drawings and apply notes to drawings; 7) reproduce, file, and store drawings; and 8) execute simple "working" drawings.
- DFT 0107 Mechanical Drafting II Credit 4 (2-6)**
Upon completion of this course the student should be able to: 1) apply orthographic projection principles to more complex drafting problems, including those with various kinds of holes; 2) read and draw the conventions of line.
- DFT 0151 Drafting and Design Credit 4 (2-6)**
Familiarization with and use of drafting equipment. Also the study of mechanical design fundamentals, dimensioning, principles of tolerancing, materials specifications and how to present views by accepted drawing procedure.
- DFT 0201 Technical Drafting Credit 4 (2-6)**
Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion specifying, calculating, dimensioning, and delineating.
Prerequisite: DFT 0103

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- DFT 0204 Descriptive Geometry Credit 4 (2-6)**
Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization shall be stressed on every problem.
Prerequisites: DFT 0103, MAT 0102
- DFT 0205 Design Drafting Credit 4 (2-6)**
Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course.
Prerequisites: DFT 0204, PHY 0102, DFT 0201
- DFT 0207 Drafting Internship Credit 2 (0-20)**
The drafting student is provided the opportunity to participate in a work/study experience in an industrial setting. For an eleven week period the student will concentrate on developing skills relating to the work environment, and interpersonal relationships. Also projects and activities relating to a variety of drafting responsibilities and job tasks will be experienced. * (2 hr. technical elective may be substituted with the approval of the Dean for Occupational Education.)
- DFT 0211 Mechanisms (Electromechanical) Credit 4 (3-2)**
Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and accelerations of points within a link mechanism, layout methods for designing cams, belts, pulleys, gears, and gear trains.
Prerequisites: MAT 0103, DFT 0102, PHY 0102
- DFT 0212 Jig and Fixture Design (CADD) Credit 4 (2-6)**
Commercial standards, principles, practices and tools of jig and fixture design, individual project and design work to acquaint students with the types of jigs and fixtures and their design. Computer-assisted drafting systems will be utilized in the instructional strategies and student lab work.
Prerequisites: DFT 0102, MEC 0101
- DFT 0230 Structural Drafting Credit 4 (2-6)**
A concentrated study and drawing of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.
- DFT 1101 Schematics and Diagrams: Automotive Body Repair Credit 4 (3-1)**
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and writing diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
- DFT 1102 Schematics and Diagrams: Automotive Mechanics Credit 3 (3-0)**
Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuel system components for automotive engines and other internal combustion engines. Learning to identify the various components of the systems by sketching and labeling parts. Practice in tracing wiring systems and diagnosing trouble by using schematics and diagrams found in the automotive service manuals.

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- DFT 1104 Blueprint Reading Credit 1 (0-3)**
Interpretation and reading of blueprints. Information on the basic principles of the blueprint, lines, views, dimensioning procedures and notes.
- DFT 1105 Blueprint Reading: Mechanical Credit 2 (1-2)**
Further practice in interpretation of blueprints as they are used in industry, study of prints supplied by industry, making plans of operations, introduction to drafting room procedures, sketching as a means of passing on ideas, information and processes.
Prerequisite: DFT 1104.
- DFT 1106 Blueprint Reading: Mechanical Credit 2 (1-2)**
Blueprint reading, sketching, and drawing methods are explored using computer aided drafting. Introductory in nature, the class will produce working drawings and blueprints similar to those used in a machine shop or plant.
- DFT 1117 Blueprint Reading Credit 1 (0-3)**
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.
Prerequisite: DFT 1104
- DFT 1118 Pattern Developing and Sketching Credit 1 (0-3)**
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.
- DFT 1210 Industrial Blueprint Reading Credit 4 (4-0)**
This course is to enable the Industrial Electronic Technician to locate various pieces of equipment within a plant by interpretation of blueprints and aids, those involved in the installation and maintenance of equipment. Scale measurements and symbols used in blueprints are taught to give the student a basic working knowledge of the wiring locations and control locations of various machines. The student will be able to make basic drawings and layouts showing the location symbols of industrial devices.
- DMK 0240 Merchandise Planning and Control Credit 4 (4-0)**
Concerns itself with the scientific use of numbers in merchandising, and the figures and mathematical techniques that are employed to translate fashions into the profit-making activities of planning, pricing, and controlling quantities.
- DMK 0249 Fashion Buying and Merchandising Credit 3 (3-0)**
Analyzes the buying function and the career opportunities in different types of fashion retailing enterprises, and studies the merchandising techniques that are used to forecast fashions, plan assortments, determine sources of supply, select merchandise, negotiate buying arrangements, and follow through on the sale of merchandise.
- DMK 0260 Commercial Display Design Credit 4 (3-2)**
Examines display as a visual merchandising medium, and covers the principles of display design and their applications to fashion merchandising environs.
- ECO 0102 Economics I Credit 3 (3-0)**
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

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- ECO 0104 Economics II Credit 3 (3-0)**
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
- ECO 0108 Consumer Economics Credit 3 (3-0)**
Designed to help students use their resources of time, energy and money to get the most out of life. It gives students an opportunity to build useful skills in buying, managing finances, increasing resources, and understanding the economy in which they live.
- ECO 0201 Labor Economics Credit 3 (3-0)**
The history of the labor movement in the United States, the development of methods and strategies by labor and management, applicable laws, the factors of income and economic security, and the overall economic effects of the labor movement.
Prerequisite: ECO 0104.
- EDP 0100 Computer Operations I Credit 3 (2-2)**
Upon completion of this course the student should be able to: (1) define and use selected coding system for input data; (2) design input record layouts; (3) read and interpret computer output reports; (4) state and define principles of operations involving data entry, interpreting, sorting, collating, and forms handling; (5) list the characteristics and describe the hardware components of a computing system; (6) disk, and console typewriter; (7) describe the hardware characteristics of a computer system with and without teleprocessing.
- EDP 0101 Computer Operations II Credit 4 (3-2)**
Upon completion of this course the student should be able to: (1) convert decimal, binary and hexadecimal numbers from one system to another; (2) define terms, explain concepts and state procedures for a system generation and IPL for two levels of control programs; (3) explain and demonstrate the concept of a serial and multitasking computer system and describe the operational environment of each; (4) trace the job flow in a multitasking computer system environment; (5) define basic terms associated with the operation of a serial and multitasking operational environment; (6) list purpose and types of OCL statements for OS; (7) use utility manuals to code OCL and execute selected utilities on computer system; (8) define and use job commands on computer system; (9) distinguish between operational environment for batch processing and on-line applications.
Prerequisite: EDP 0100
- EDP 0102 Computer Usage in the Medical Profession Credit 4 (3-1)**
A study of the fundamental concepts in data processing. The student should get an understanding of various ways computers can be used in the medical profession. "Hands on" usage will include word processing and patient information storage and retrieval. This course is designed for nursing students.
- EDP 0103 Computer Awareness Credit 2 (1-2)**
A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience with word processing and electronic spreadsheets.
Prerequisite: none
- EDP 0104 Introduction to Data Processing Credit 5 (5-0)**
A study of the fundamental concepts and operation principles of data processing systems to develop a basic understanding of computers.

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- EDP 0105 Computer Operation Techniques Credit 5 (4-2)**
Upon completion of this course the student should be able to: (1) write and define console commands with the abbreviations and subparameters; (2) define the different statuses of the CPU; (3) explain selected error and recovery procedure; (4) explain standard procedures for data security and backup; (5) define the principles and reasons for job scheduling; (6) read and understand basic operator manuals; (7) after an overview of the OS system — give the written principles of a control program; (8) describe the two types of channels and purpose of each; (9) correctly operate the terminal and/or computer currently in lab; (10) describe typical features of DOS or equivalent operating system; (11) code selected OCL statements and describe their purpose; (12) describe the operational environment for a mini-computer system; (13) discuss measures that can be taken for computer room security.
Prerequisites: EDP 0100, EDP 0101
- EDP 0106 Programming Techniques Credit 4 (4-0)**
On completion of the course, the student should be able to: (1) identify computer capabilities in data manipulation and reduction, (2) understand the functioning of supervisor programs within the computer, (3) differentiate between various techniques in data processing, (4) use selected techniques, matrices, tables, loops, subroutines, digit selections, etc., in the creation of efficient computer programs, (5) construct logic flow charts depicting computer programs.
Prerequisite: EDP 0104, or advisor permission
- EDP 0108 Cobol I Credit 5 (4-2)**
The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested by the student.
Prerequisite: EDP 0106
- EDP 0110 PASCAL Credit 4 (3-2)**
This is a study of the PASCAL Programming Language for Business Applications. The student will write and test programs using microcomputers.
- EDP 0150 Introduction to IBM and Compatible Microcomputers Credit 1 (1-0)**
A mini course with emphasis on setting up and utilizing the IBM-PC in home and business. The student will receive instruction on the PC-DOS/MS-DOS operating system. The course is designed for users of IBM Personal Computers and Compatible microcomputers.
- EDP 0200 BASIC Language Credit 4 (3-2)**
This course will deal with an overview of the computer and its many uses. The student will learn to write, enter, debug programs written in the BASIC programming language. The minimum rules, techniques and applications of the language will be taught. These rules with some changes can be applied to the many different types of computers that utilize the BASIC language.
- EDP 0201 Advanced Basic Programming Credit 4 (3-2)**
This course is a continuation of EDP 200, Basic Programming. This course will contain information on (1) File Handling; (2) Menus; (3) Interactive Programming; and (4) Sorting.
Prerequisite: EDP 0200
- EDP 0204 Systems Study Credit 3 (3-0)**
The course is designed specifically with the Business uses of computers in mind. Students will examine the need and uses of business data processing equipment and software systems. Emphasis is placed on the requirements for designing an application software system.
Prerequisite: EDP 0104

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- EDP 0206 Systems Design Credit 5 (5-0)**
The course is designed to give the student training in systems design and analysis. Emphasis in both classroom and laboratory assignments. Problem definition, file organization, effective retrieval of information are some of the topics considered.
Prerequisite: EDP 0104, plus any programming course
- EDP 0207 Application Programming Credit 5 (4-2)**
The student will work as a member of a Programming Team to compute a Data Processing System. This will include the analysis, designing, programming, testing, and documenting of the system.
Prerequisites: EDP 0208, EDP 0209, or other course approved by advisor.
- EDP 0208 Cobol II Credit 5 (4-2)**
A continuation of EDP 0108. The student will learn more complex techniques and features of COBOL language by writing, flowcharting, debugging, and running programs.
Prerequisite: EDP 0108
- EDP 0209 RPG II Programming Credit 5 (4-2)**
Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input calculation, and output specification sheets. Business programs are written and run on an IBM computer.
Prerequisite: EDP 0106 or advisor permission
- EDP 0210 Advanced RPG II Programming Credit 5 (4-2)**
A continuation of the study of RPG programming covering more complex features and advanced programming techniques.
Prerequisite: EDP 0209
- EDP 0211 Operating Systems (DOS/OCL) Credit 5 (4-2)**
Upon completion of this course the student should be able to: (1) use utility manuals to create control statements for certain utilities; (2) code control statements for sequential files; (3) code statements to compile and execute programs; (4) create, store and execute load modules; (5) list physical and storage characteristics of disk and tape; (6) calculate storage requirements for a file on disk or tape; (7) trace the job flow from input to output identifying software programs involved for a multiprogramming computer system for composition and execution of programs; (8) diagram the program and data flow in a multiprogramming computer including channels and interrupts; (9) define an operation system; and (10) code parameters of a Job and Execute card.
Prerequisite: Any programming class
- EDP 0212 Data Base Design Credit 3 (3-0)**
The student will learn structures of Data Base Management Systems, design of the Data Base itself, file security, and the roles of the Data Base Administrator.
Prerequisite: EDP 0208 or EDP 0210
- EDP 0214 Assembly Language Programming Credit 5 (4-2)**
The student will learn to write Assembly Language Programs using techniques such as address modification, looping, editing, sorting, subroutines and macro instructions.
Prerequisite: EDP 0208 or EDP 0210
- EDP 0216 FORTRAN Programming Credit 4 (3-2)**
This course is designed to give the student hands-on training in FORTRAN Programming Language. Students will enter, compile, debug their own programs utilizing a variety of Business and Scientific Applications.
Prerequisite: EDP 0104 or EDP 0103

- EDP 0217 Microcomputer Application Credit 5 (4-2)**
 This course will familiarize the student with microcomputer business applications. Operating systems, word processing, data-base processing, and electronic spreadsheets will be explored.
 Prerequisite: Any programming class or advisory permission
- EDP 0220 Internship Credit 2 (0-20)**
 The student is placed in the data processing department of a business or qualified organization. The student works in this environment for 220 hours during the quarter. The Internship must be approved by the Data Processing Department at Stanly Community College and the Data Processing Department at the participating facility. The student will be required to maintain a journal of activities and meet with the supervisory instructor from Stanly Community College twice during the quarter.
- EDP 0224 Beginning Lotus 1, 2, 3 Credit 2 (1-2)**
 An introductory course covering the fundamentals of electronic spreadsheets. The course is designed to cover the most popular features of Lotus 1, 2, 3 for the beginning user utilizing a hands-on approach. Topics to be covered include: factoring data into a spreadsheet, changing the appearance of the spreadsheet, basic worksheet commands, printing completed spreadsheets, and saving and retrieving files.
- EDP 0400 Introduction to Personal Computers Credit 3 (2-2)**
 Introduction to Personal Computers covers how to operate microcomputers. There will be discussions on how to use hardware and software, what types of computers are available to the public, how to flowchart, how to write simple programs in BASIC, and how to use graphics and basic concepts of computers.
- EDP 1103 Computer Awareness Credit 2 (1-2)**
 A study of the fundamental concepts of information processing systems. The course will build an understanding of computers and their uses presented through a combination of classroom and hands-on experience.
- EDU 0150 Seminar Practicum Credit 2 (1-10)**
 Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0151 Seminar Practicum Credit 2 (1-10)**
 Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an op-

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portunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

- EDU 0152 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0153 Pre-School Education Credit 3 (3-0)**
Study of principles and practices of early childhood education. The types of facilities and media which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussions and individual projects.
- EDU 0154 Curriculum Planning and Design Credit 3 (3-0)**
Planning and designing of an appropriate program of activities for an early childhood curriculum that will meet the child's social, emotional, motor and cognitive needs.
- EDU 0155 Curriculum Planning and Design Application Credit 4 (3-2)**
This course of study will apply skills learned in EDU 0154 to evaluate lesson plans to determine if they are developmentally appropriate, identify methods of assessing the progress of children, prepare procedures for assessment of curriculum deficiencies which can be used to determine staff development needs and identify curriculum implementation resources specific to local communities.
Prerequisite: EDU 0154
- EDU 0202 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0203 The Exceptional Child Credit 3 (3-0)**
Study of children with developmental variations requiring modifications in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development.

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- EDU 0204 Parent Education Credit 3 (3-0)**
Designed to provide the student with experiences that will enable them to communicate effectively with parents, plan for parent involvement, and develop a series of programs for presentation to the parents of children in their classroom.
- EDU 0206 Children in Crisis Credit 2 (2-0)**
Study of crisis situations in the lives of children to include death, divorce, child abuse and illness. Problem solving situations will be given and methods analyzed.
- EDU 0211 Administration for Operators of Facilities Credit 3 (3-0)**
for Young Children
To acquaint potential educators of children with operational planning, physical facilities, financial management, staff development, and legal issues in day care centers.
- EDU 0212 Current Issues in Day Care Credit 3 (3-0)**
An up-to-date look at trends and issues affecting education for young children today. Designed to make the student aware of the changes these trends and issues might have on childhood education in the near future.
- EDU 0220 Methods of Teaching Credit 2 (2-0)**
A course to improve instruction through the study of techniques, methods and materials. Specifically designed to encourage continuing education and in-service education. Emphasis is placed on the flexibility of developing a program to meet continuing needs in a work-oriented background.
- EDU 0229 Methods, Materials and Techniques Credit 3 (3-0)**
for Instructional Aides
A course designed for the study of methods, materials, and techniques of improving instruction. The course is organized to give opportunities for the student to study in-depth areas of interest and need.
- EDU 0231 Methods, Materials and Techniques of Credit 3 (2-2)**
Audio-Visual Production
A course designed to provide training in audio-visual production including the making of transparencies, elementary photography, lettering, dry mounting, and laminating.
- EDU 0232 Physical Activities for Young Children Credit 3 (3-0)**
Study of the physical development of children with emphasis on movement, rhythms, games, and other activities which promote optimal development. Each student will develop a series of activities appropriate for a specific level of development.
- EDU 0234 Creative Activities for Young Children Credit 3 (3-0)**
Individual and group exploration of activities and media for promoting optimal overall development of children with emphasis on arts and crafts.
- EDU 0251 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on preparing creative instructional materials; nurturing children's physical, social, emotional and intellectual growth. Seminar topics will also be drawn from the student's work experience during the week. A vital portion of this course will be devoted to work experience. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience, and scheduling determine placement of the students. This experience provides an

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opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.

- EDU 0252 Seminar Practicum Credit 2 (1-10)**
Seminar emphasis will be placed on observing and recording the behavior of children; promoting good relations with parents and methods of finding a job. Seminar topics will also be drawn from the student's work experience during the week. Work experience is a vital part of the Early Childhood program. Each student will be assigned to an educational setting in the community for the number of hours prescribed each quarter. The work experience can come from a myriad of possibilities including private day care, private nursery schools, public schools, state and federally funded day care, and Head Start. Feasibility, convenience and scheduling determine placement of the students. This experience provides an opportunity for students to develop further skills in working with young children in assisting with programming activities and in adapting to the needs of individual children.
- EDU 0260 Communication Skills/Social Studies Credit 3 (3-0)**
Methods for Young Children
Study of the methods and materials applied to communicate skills with special emphasis on reading readiness, reading, and social studies as components of the total language arts and social studies programs in preschool through third grade.
- EDU 0261 Behavioral Management Credit 3 (3-0)**
Behavioral Management is a practical course designed to help the student understand the theory of human behavior and misbehavior and how to deal effectively with behavior problems in the early childhood years.
- ELC 0111 Electrical Fundamentals I Credit 6 (4-6)**
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.
- ELC 0115 Alternating and Direct Current Credit 4 (2-4)**
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. OHM's Law and Kirchhoff's Law will be studied with an understanding of its relationship and application of electricity to modern industrial machinery.
- ELC 0116 Alternating and Direct Current Machine Controls Credit 4 (2-4)**
A course providing the basic concepts of AC and DC machines and simple control circuits. Includes basic meter and test equipment reading and care.
Prerequisite: ELC 0115
- ELC 0119 Industrial Electronic Control Credit 4 (2-4)**
A study of basic industrial electronic systems such as motor controls, alarm systems, heating systems and controls, basic solid state devices, and controls as related to industries.
Prerequisites: ELC 0115, ELC 0116
- ELC 0120 Electrical Fundamentals II Credit 6 (4-6)**
Additional electrical concepts and circuit analysis procedures as applied to more complex two-terminal and simple two-part networks are introduced. Laboratory

work will include additional measurement techniques with emphasis on verification of theoretical concepts.

Prerequisite: ELC 0111

ELC 0121 Electrical Troubleshooting Credit 3 (2-2)

A training course in making electrical adjustments and related maintenance operation. Includes use of test equipment and circuit logic for fast and efficient location and repair of electrical circuits.

Prerequisites: ELC 0115, ELC 0116, ELC 0119.

ELC 1112 Direct and Alternating Current Credit 8 (4-12)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct currents by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1112A Direct and Alternating Current — A Credit 4 (2-6)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct currents by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1112B Direct and Alternating Current — B Credit 4 (2-6)

An advanced study of A/C circuits with their relationships to the analysis of inductive resistance and capacitive circuits used in the understanding of alternating current.

Prerequisite: ELC 1112A

**ELC 1113 Direct and Alternating Currents
Machines and Controls Credit 9 (6-9)**

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, and sequencing switches.

Prerequisites: ELC 1112, MAT 1115

**ELC 1113A Alternating Current and Direct Current:
Machines and Controls — A Credit 4 (6-9)**

Provides fundamental concepts in single and polyphase alternating transformers and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as thermostats, times, and sequencing switches.

Prerequisites: ELC 1112, MAT 1115

**ELC 1113B Alternating Current and Direct Current:
Machines and Controls — B Credit 3 (1-6)**

A study of AC-DC motors and controllers and AC transformer. Their use and application will be studied with respect to their power losses and measurements.

Prerequisite: ELC 1113A

ELM 0211 Electromechanical Devices Credit 5 (3-4)

A study of the fundamental devices used in electromechanical technology.

COURSE DESCRIPTIONS

Devices such as electrical motors, generators, transformers, relays, and transducers will be investigated. Concepts of work, energy, power, time constants, and efficiency as related to electromechanical devices will be stressed. Study of the instrumentation required to perform the investigation of electromechanical devices will form an integral part of the course.

Prerequisites: ELC 0114, PHY 0101

ELM 0212

Control System Technology I

Credit 5 (3-4)

A study of control system technology. Basic concepts and terminology are investigated. Methods used to evaluate open-loop, closed-loop, regulator, follow-up, process, servomechanism, sequential, numerical, analog and digital control systems are introduced. Methods of describing control system components are investigated for electrical, liquid, gas, thermal and mechanical systems. Characteristics of processes, measuring means, and controllers are covered.

Prerequisite: ELN 0211.

ELM 0213

Control System Technology II

Credit 5 (3-4)

Control system transducers, final control elements, and performance are covered. Transducer topics include position, displacement, velocity, acceleration, force, temperature, flow rate, pressure, and liquid level measurement. Control element topics include control valves, armature controlled DC motors, two-phase AC motors. Topics include frequency response analysis and testing, Bode diagrams, closed loop response, stability, and controller adjustment.

Prerequisite: ELM 0212

ELN 0100

Professional Development for EET Students

Credit 2 (2-0)

This course will provide an orientation for EET students with group discussions to produce a well-rounded student capable of working with others in the school environment. Students will also become familiar with qualities that will help them become good employees upon graduation.

Prerequisite: None.

ELN 0130

Semiconductor Devices

Credit 7 (4-6)

Presents qualitative electronics concepts beginning with atomic structure of semiconductors and doping agents and proceeding to the solid state diode and bipolar junction transistor. Common emitter, base, and collector circuits are studied before proceeding to JFET and MOSFET circuitry. Experience is provided in basic troubleshooting techniques in laboratory exercises. Instruments are introduced as needed for simple testing and measurements.

ELN 0140

Electronic Instrumentation

Credit 2 (1-2)

A study of block diagram construction of instruments normally found in the laboratory. Instruments covered shall include the volt meter, current meter, ohm meter, audio and RF generators, and the oscilloscope.

ELN 0141

Control Devices

Credit 7 (5-4)

A quantitative study beginning with active control devices such as the SCR, triac, diac, etc. The student will design and construct various types of control devices and verify their operation in the laboratory. Linear integrated circuitry will be introduced, along with MOS technology. The student is also introduced to oscillator theory.

ELN 0210

Digital Combinational Systems

Credit 4 (2-4)

A beginning course in digital integrated circuit intended to provide a basic understanding of digital signal sources, gating, counting and display. The main concentration of this course is in Boolean Algebra and its application in Digital gating, Sequential circuits and their applications. Upon completion of this course students should know: (1) Basic gates; (2) Digital signal sources; (3) Truth tables;

(4) Boolean Algebra; (5) Application of Boolean Algebra in I.C.; (6) K Maps; (7) Multi-level gate networks; (8) Multiple-output networks: MUX, DMUX, ROM, PLA, PAL, Decoder, Encoder; (9) Combinational network design; (10) Combinational network troubleshooting.

Prerequisite: See Instructor

ELN 0211 Microprocessor Based Electronic Systems Credit 5 (2-6)

An introductory course in microprocessors. A microprocessor trainer based on 8 bit 6502 provides experience in numbering systems, programming the microprocessors, hardware familiarization, assembly language, I/O techniques, logical and arithmetic operations.

Prerequisite: See Instructor

ELN 0212 Communication Systems Credit 3 (2-2)

A course investigating numerous communication related electronic systems. Related topics such as AM, FM, tuned circuit, RF amplifiers and oscillators.

ELN 0220 Digital Sequential Systems Credit 5 (3-4)

An intermediate course in digital integrated circuits concerned with registers and counters, arithmetic elements, and semiconductor memories (RAMs and ROMs). Related circuits such as monostable multivibrators and LED displays provide additional coverage. The last of the course introduces the concept of busing through tri-state and open collector circuitry. Upon completion of this course, the student should know: (1) Flip-Flops (R-S, J-K, D, T); (2) Counters and similar sequential networks; (3) Analysis of clocked sequential networks; (4) Derivation of state tables; (5) Reduction of state tables; (6) Determination of state equivalent using an implication table; (7) Incompletely specified state table; (8) Sequential network design; (9) Interactive networks, including: a. parity checker, b. parity generator, c. comparator; (10) Networks for computer arithmetic; (11) Analysis of asynchronous sequential network (optional); (12) Fault testing and tolerance in sequential networks, including a. checking experiments, b. scan path, c. controllability/observability, d. BILBO (Build In Logic Block Observer), e. Designing and testing "Testable logic board".

Prerequisite: ELN 0210

ELN 0221 Microcomputer Interfacing Credit 6 (4-4)

Designed to aid the student in development and troubleshooting of computer interfacing and computer storage units. Topics are parallel and serial data transmissions, IEEE488 (GPIA), RS 232 (ACIA), Digital to analog (DAC), Analog to digital converters (ADC), decoding tape recorded data, dynamic RAM, memory control from one of two memory maps, erasable programmable ROM, troubleshooting. Other topics such as software development for interfacing using macro-assembler for 6502 will be studied. When the student completes this course he/she should be able to develop (design) software and hardware of a working model of a microcomputer.

ELN 0222 Linear I.C. and Pulse Shaping Credit 4 (3-2)

A study of linear integrated circuit devices with special emphasis on applications. Topics include operational amplifiers, comparators, voltage regulators, 555 timers, bistable, astable, and monostable multivibrators.

ELN 0231 Microprocessor Based System Troubleshooting Credit 6 (4-4)

Upon completion of this course student should be able to (1) Performance testing: a. chip select, b. data/address bus, and c. display, keyboard; (2) Logic probe and application; (3) Static control testing; (4) Oscilloscope multiplexer; (5) Signature analyzer; (6) Computer interfacing; (7) Input/Output troubleshooting; (8) Omnilogic logic analyzer; (9) Using logic analyzer in computer troubleshooting; (10) Fluke 9010A computer troubleshooter; (11) Programming Fluke 9010 computer troubleshooter.

Prerequisite: Understanding of microprocessor system

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- ELN 0232 Electronics Design Project Credit 3 (0-6)**
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model, construct tests, and evaluate a working model of the selected project.
Prerequisites: ELN 0212, ELN 0220, ELN 0221, ELN 0222
- ELN 0233 Laser Technology & Fiber Optics Credit 3 (2-2)**
Upon completion of this course, the student should be able to: (1) Define basic optical terms and concepts related to lasers; (2) Compare characteristics of laser light to the characteristics of "ordinary light"; (3) List the essential components of all lasers; (4) Explain the function of each laser component in relationship to laser operation; (5) Identify the various types of common lasers by their output characteristics; (6) Match a type of laser to a given application; (7) Recognize the safety hazards associated with the different classifications of lasers; (8) Choose accessories to use with the different lasers in a given application; (9) Calculate the power density at the focal point of a lens if the laser and optical parameters are given; (10) Describe the factors that affect the length and data rate of fiber optic link; (11) Explain the function and operation of fiber optics interconnection devices and discuss the cost-versus-performance factors for each type.
Prerequisite: See Instructor
- ELN 1102 Electrical Fundamentals Credit 4 (2-6)**
A study of the basic theory and operation characteristics of the saturable reactor; vacuum tubes; PN devices used in basic rectification and regulating circuits; the transistor used in basic amplifier switching modulation and oscillation circuits; and integrated circuits used in basic differential and operational amplifiers. Elemental circuits are constructed and analyzed, using basic test equipment in laboratory experiments.
Prerequisite: ELC 1113
- ELN 1104 Digital Controls & Circuits Credit 8 (4-12)**
An intermediate course in digital intergrates circuits and their use. An in-depth investigation of flip-flops, registers, sequential and combination logic circuits and digital troubleshoot techniques will be presented.
- ELN 1118 Industrial Electronics Credit 4 (3-3)**
Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.
Prerequisite: ELC 1113
- ELN 1119 Industrial Electronics II Credit 4 (3-3)**
Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyatron tubes, and other basic types of systems commonly found in most industries.
Prerequisite: ELN 1118
- ELN 1121 Digital Fundamentals Credit 8 (5-9)**
A continuation of ELN 1102. The study of number systems, codes, logic gates, flip-flop counters, basic arithmetic, logic, data storage devices, memories, D.A. converters, and A.D. converters. Elemental circuits are constructed and analyzed, using basic test equipment, and LE readouts.
- ELN 1124 Introduction to Microprocessors Credit 4 (3-3)**
A study of microprocessors-architecture/organization. Working with data sheets in developing simplified instruction sets in assembly and machine language. The

interfacing of the microprocessor with I/O parts. Develop a knowledge of static and dynamic testing using volt meters, logic probes, and the oscilloscope. Program microprocessors based equipment and analysis. The address, data, and central bus's using an oscilloscope, logic and signature analysisism.

ENG 0101 Grammar Credit 3 (3-0)

Designed to aid the student in the improvement of self-expression. The approach is functional with emphasis on grammar, diction, sentence structure, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

ENG 0101D Grammar Credit 3 (3-0)

A developmental grammar course designed for renewal of the basics. It includes such components as capitalization, spelling, subject-verb agreement, and pronoun-antecedent agreement. All instruction is self paced and non-competitive.

ENG 0102 Composition Credit 3 (3-0)

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Correct word usage and punctuation are also covered.

Prerequisite: ENG 0101

ENG 0103 Report Writing Credit 3 (3-0)

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in the student's curriculum.

Prerequisites: ENG 0101, ENG 0102

ENG 0157 Parliamentary Procedures Credit 3 (3-0)

A mini-course which covers principles to develop effective meeting skills and understanding of the rules and procedures of parliamentary procedures, the four classes of motions and their order of precedence, placing and voting on motions before the meeting, parliamentary procedure terminology, and the power of the chair.

ENG 0204 Oral Communications Credit 3 (3-0)

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective and oral presentation. Particular attention is given to conducting meetings, conferences, and interviews.

Prerequisite: ENG 0101

ENG 0206 Business Communications Credit 3 (3-0)

Develops skills in business letter writing by detailing approaches to various types of letters. Included are units on proofreading, conducting business meetings, business vocabulary, memo drafting, and review of oral presentations procedures.

Prerequisites: ENG 0101, ENG 0102

ENG 0210 Children's Literature Credit 3 (3-0)

Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Stress is also placed on the use of these materials with the children in order to obtain maximum pleasure and learning.

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- ENG 0250 Reference Manual Credit 3 (3-0)**
A thorough coverage of McGraw-Hill Publishers THE GREGG REFERENCE MANUAL, the style authority adopted by the college. The manual contains spelling, vocabulary, grammar review, letter make-up, use of numbers, homonyms, abbreviations, etc.
- ENG 0260 Journalism Credit 3 (3-0)**
A workshop course designed to expose students to the techniques of writing news and feature stories, methods of preparing layouts, and copy editing.
- ENG 1101 Reading Improvement Credit 2 (2-0)**
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.
- ENG 1102 Communication Skills Credit 3 (3-0)**
Designed to promote effective communication through correct language usage in speaking and writing.
- FAS 0101 Introduction to Fashion Merchandising/Marketing Credit 3 (3-0)**
Covers the nature of the business enterprises, and the industrial practices involved in the design, production, retailing and consumption of fashion products, with major emphasis on marketing activities and interrelationships.
- FAS 0102 Elements and Coordination of Fashion Credit 3 (3-0)**
Examines the dynamics, language and coordination of fashion and analyzes the basic styles, sizes, construction, and workmanship of apparel products.
- FAS 0103 Fashion Accessories Credit 3 (3-0)**
Concerns itself with the properties, characteristics, and construction of leather, fur, hosiery, intimate apparel, belts, umbrellas, millinery, wigs, jewelry, and cosmetics as they affect the knowledgeable buying and selling of these products.
- FAS 0104 Fashion Sketching Credit 3 (2-2)**
To help students develop fashion sketching techniques for promotion designs which are already complete, and also for illustrations in magazines, newspapers, poster design and display. Also, enables students to acquire knowledge of figure proportions.
- FAS 0108 Fashion Salesmanship Credit 3 (3-0)**
Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role-playing various selling situations.
- FAS 0208 Applied Fashion Merchandising Credit 3 (1-4)**
Provides students with opportunities to test and apply retail merchandising principles, practices and techniques, through the actual operation and management of a retail store.
- FAS 0209 Modeling Credit 3 (2-2)**
This course is designed to cover the basics involved in pursuing a modeling career. Subjects included are exercise, nutrition, hair and skin care, and poise. The student who does not plan a professional modeling career also benefits by gaining poise and self-confidence.
- FAS 0210 Fashion Sales Promotion I Credit 4 (3-2)**
An introduction to sales promotion activities for all marketing levels with concentration on the specialized techniques and procedures employed to implement the activities of advertising and copywriting.

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- FAS 0211 Fashion Sales Promotion II Credit 4 (3-2)**
Covers the types and objectives of the different sales promotion activities that are used to sell fashion products, and the specialized techniques and procedures that are employed to implement fashion shows, special events and publicity, culminating with the presentation of a fashion show.
- FAS 0215 Fashion Merchandising Field Study Credit 3 (3-0)**
FAS 0215 is a field study trip to New York City involving seminars with experts in the fashion merchandising field. Includes tours of major retail operations and showroom; seminars with designers and fashion specialists; and attendance at a Broadway show followed by a tour of the costume department.
- HED 0120 First Aid Credit 3 (3-0)**
A study of health and safety practices necessary for work with young children, and study of first aid practices leading to Red Cross First Aid card.
- HOR 1144 Plant Propagation Credit 4 (3-2)**
A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the horticulture industry.
- HOR 1147 Indoor Plants and Herbaceous Plants Credit 4 (2-4)**
A study of identification, selection, cultural requirements, and maintenance of plants used for indoor settings, residences, shopping centers, commercial buildings and other dwellings. Emphasis is also placed on interiorscape plans.
- HOR 1149 Horticulture Pest and Control Credit 6 (5-2)**
A study of the detection, identification, and control of insects and diseases that attack plant materials. The nature, structure, and importance of insects is studied. In addition, the structure and life history of various disease organisms are included.
- HOR 1151 Plant Materials I Credit 4 (2-4)**
This course provides an introduction to the study of ornamental shrubs, annual, biennial and perennial plants, groundcovers, and vines that are used for landscape purposes. Students are required to identify each plant by its common and scientific name, describe its major uses in the landscape, and provide information on its cultural requirements.
- HOR 1152 Plant Materials II Credit 4 (2-4)**
A study of selected evergreen and deciduous trees including large shrubs which are often considered small trees that are designed for landscape purposes. Identification, cultural requirements, and uses of selected trees and large shrubs will be covered.
Prerequisite: HOR 1151
- HOR 1224 Landscape Maintenance Credit 4 (2-4)**
The principles and techniques of maintaining lawns, shrubs, trees, flowers, bulbs, and other plantings. Included are fertilization, disease control, pruning, irrigation, and proper use of various herbicides and pesticides.
Prerequisites: HOR 1151, HOR 1152
- HOR 1250 Small Fruits and Vegetables Credit 4 (3-2)**
A study of the fundamentals of small fruit and vegetable production. Varieties, new methods of production and care, and marketing aspects will be covered.
- HOR 1256 Nursery Management Credit 4 (2-4)**
The production of field grown nursery stock is emphasized in this course. In addition, management practices and techniques including areas such as cost finding,

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price establishing, recordkeeping, planning of nursery layout of facilities, and personnel management are included.

Prerequisites: HOR 1144, HOR 1148, AGR 1185, AGR 1201

HOR 1259 Garden Shop Operation and Landscape Design Credit 3 (2-2)

A course covering all phases of garden center operation including some of the major problems. Areas of study in this course include layout, stocking, product knowledge, traffic flow, seasonal fluctuations, risks, diversification, and merchandising. Ample time will be devoted to visitations to established garden center operations.

HOR 1260 Landscape Design/Build Credit 4 (2-4)

This course is designed to teach the student how to plan the total landscape environment. Emphasis will be placed on the construction of/and proper placement of masonry walls, rock walls, patios, walks, etc., blending them in with appropriate plant materials.

HOR 1261 Greenhouse Production Credit 4 (2-4)

The production of greenhouse crops is emphasized in this course. In addition, management practices and techniques including crop scheduling, record keeping, price establishing, and marketing are included. This is a "hands on" class with each student growing several greenhouse crops during the quarter.

HOR 1264 Greenhouse Management Credit 4 (2-4)

A study of the fundamentals and practices in greenhouse plant production, including the control of heat, light, ventilation, and humidity. Construction and management of plastic, glass, and fiberglass greenhouses is studied. Crop studies include both cut flower and pot plant crops.

Prerequisites: HOR 1144, HOR 1148, AGR 1201.



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- HUM 0110 History of Costume Credit 3 (3-0)**
A study of the costumes of the ancient world, Europe and America and the effects of the social environment upon appearance and the evaluation of garments with special emphasis on the influence of history on modern concepts of dress.
- ISC 0102 Industrial Safety Credit 3 (3-0)**
Management and supervisory responsibility for fire and accident prevention, accident reports, good housekeeping, machine guarding, personnel protective equipment, industrial accident code and fire regulations, the first aid department, job instruction and safety instruction, company rules and enforcements are covered. This is all related to OSHA with exercises in the use and interpretation of the Federally published standards.
- ISC 0151 Textile Technology Credit 3 (3-0)**
Textile Technology is designed to introduce a student to the materials and processes used in the textile industry. The course starts with consideration of the popular fibers used and progresses through the several stages in the manufacture of various types of yarn, the making of fabrics by weaving, knitting and other means, finishing, dyeing and printing of fabrics, and concludes with comparisons of characteristics among natural, regenerated and synthetic materials. Participants will gain a knowledge of and appreciation for the ingenuity and procedures practiced in our important textile industry as well as knowledge of its diversity of products.
- ISC 0201 Statistical Quality Control Credit 3 (3-0)**
"Quality, Productivity and Competitive Position." Course consists of 16 videotape lectures by Dr. W. Edwards Deming, leading authority on statistical quality control from Massachusetts Institute of Technology. Course argues for a new philosophy of management to achieve quality, productivity, and competitive position. Each videotape lesson is under the guidance of a tutor. The tutorial video instruction method accomplishes two crucial aspects of learning: learning from observation and learning from fellow students through participation and discussion.
- ISC 0202 Quality Control Credit 6 (6-0)**
Organization, techniques, and procedures for efficient quality control: functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control.
Prerequisite: MEC 0204
- ISC 0203 Quality Control in Industrial Maintenance Credit 3 (3-0)**
The organization, techniques, and procedures of quality control as needed by today's industrial maintenance technicians. Including a study into the functions, responsibilities, and structure of quality control.
- ISC 0204 Value Analysis Credit 3 (3-0)**
An opportunity to study procedures, conditions and products with the purpose of identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.
Prerequisite: MEC 0204
- ISC 0205 Maintenance Management Credit 3 (3-0)**
Administration decision making, setup and inspection of various programs such as preventive maintenance, repair parts, inventory control, and organization and functions of maintenance will be introduced in this course. Various aspects of management, engineering resources analysis and maintenance facilities will be covered.

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- ISC 0206 Process Planning Credit 4 (2-6)**
Upon completion of this course the student should be able to: (1) perform a dimensional and tolerance analysis of a product print, using tolerance charts; (2) select and plan the process of manufacture and its sequence; and (3) select the machine tool, standard and special equipment, and tooling for the most economical manufacturing process.
- ISC 0209 Plant Layout Credit 5 (5-0)**
A practical study of factory planning with emphasis on efficient arrangements of work areas, layouts for small and medium-sized plants, selection of production and materials handling equipment. This includes a layout problem in small scale.
Prerequisite: MEC 0204
- ISC 0210 Job Evaluation Credit 4 (4-0)**
How to determine and write job descriptions, evaluate and grade jobs and arrive at pay rates for production, clerical and supervisory positions.
- ISC 0211 Work Measurement Credit 3 (3-0)**
Principles of work simplification, job methods improvement, motion study fundamentals and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.
- ISC 0212 Time and Motion Study Credit 4 (2-6)**
Upon completion of this course the student should be able to: (1) apply the general problem solving process to work methods design; (2) construct activity charts and human and machine charts; (3) apply the principles of motion economy as related to the use of human body, the work place, and to the design of tools and equipment; (4) conduct a time study, determine the rating factor and allowances, and develop a time standard; (5) use the MTM method to determine time standards; and (6) conduct work sampling.
- ISC 0250 Manufacturing Costs and Budgets Credit 3 (3-0)**
Since all decisions in industry involve costs and plans involve budgets, this course is an introduction to the principles involved in this important area of plant management.
Prerequisites: MEC 0204, MAT 0152
- ISC 1101 Industrial Safety Credit 3 (3-0)**
A study of industrial safety practices as they pertain to employees in the metal-working trades. Specific subject matter covered includes first aid practices; general and specific safety rules that apply to machinery in machine shops and welding shops; accident reporting and records; employer and employee responsibility; mechanical safeguards; personal protective equipment; material handling; fire prevention; and the Occupational Health and Safety Act.
- MAT 0100 Fundamentals of Algebra Credit 6 (6-0)**
This course is designed as a concentrated presentation of the essentials of elementary Algebra. Topics covered include solving first-degree equations in one variable, factoring, graphing linear equations, solving linear systems, and solving quadratic equations as well as other basic algebraic operations.
- MAT 0101 Technical Mathematics I Credit 5 (5-0)**
This course is the first in a three-quarter sequence for students in technical areas. Included is a comprehensive coverage of basic algebraic principles and processes as well as an introduction to functions. Applications to practical problems are emphasized.
Prerequisite: Algebra I or Math 0100

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- MAT 0102 Technical Mathematics II Credit 5 (5-0)**
A continuation of MAT 0101. Advanced algebraic topics as well as trigonometric functions, radians, oblique triangles, and vectors are studied in depth.
Prerequisite: MAT 0101
- MAT 0103 Technical Mathematics III Credit 5 (5-0)**
The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.
Prerequisite: MAT 0102
- MAT 0104 Mathematics (Decimal-Metric Conversion) Credit 3 (3-0)**
A course involving practice problems in conversion of fractions to decimal and decimal to fractions, metric conversions to English systems, and proper use of conversion tables. Basic forms of algebraic solutions for the unknown are practiced.
- MAT 0105 Math for Allied Health Professionals Credit 3 (3-0)**
Accuracy in mathematical calculations is crucial to work in the health professions. Therefore, practical problems dealing with fractions, decimals, Roman numerals, ratio and proportion, equations, and formulas will be covered as well as a study of the three systems of measurement used in the health-related fields (metric, apothecaries, and household).
- MAT 0110 Business Mathematics Credit 6 (6-0)**
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, metric system, and pertinent uses of mathematics in the field of business.
- MAT 0111 Drug Dosages and Measurements Credit 2 (2-0)**
Safe and accurate administration of medications is a fundamental responsibility of the nurse. Therefore, this course will thoroughly cover the mathematic computations and formulas necessary for dosage calculations. The systems of measurement used in the health field (metric, apothecaries, and household) will be presented, as well as a thorough review of basic math.
- MAT 0150 Pre Algebra Credit 5 (5-0)**
This course is designed for the student who has had no previous experience with Algebra but who plans to take Algebra or other Algebra-based courses in the future. A review of basic mathematical operations will be followed by a detailed study of elementary algebraic concepts.
- MAT 0152 Facts and Figures Credit 6 (6-0)**
A review of math fundamentals and the application of mathematics to the solutions of typical problems in business and industry. It includes learning and the use of common conversion tables, measuring devices, the slide rule and other essential abilities.
- MAT 0153 Basic Mathematics Credit 3 (3-0)**
This course is designed to refresh the student on basic mathematical skills and introduce the student to aspects of modern mathematics, and the metric system including: sets, fractions, decimals, percent, basic Euclidean geometry, measurement, positive and negative numbers, ratio and proportion, consumer mathematics, discounts, and interest.

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- MAT 0153D Basic Mathematics Credit 3 (3-0)**
A developmental math course designed to refresh basic skills including whole number operations, fractions, decimals and percents. The instruction is self-paced and non-competitive.
- MAT 1101 Fundamentals of Mathematics I Credit 4 (4-0)**
This course, designed for the vocational student, is the study of basic math involving operations with whole numbers, fractions, decimals, percents, ratio and proportion, metric and English measurements, and basic formulas used in industry.
- MAT 1101D Fundamentals of Mathematics Credit 3 (3-0)**
A developmental course in the practical use of numbers. Skills to be mastered: addition, subtraction, multiplication, division, fractions, decimals, percents, ratio and proportion, and introduction to metrics.
- MAT 1102 Fundamentals of Mathematics II Credit 4 (4-0)**
Designed for the vocational student, this course covers basic geometric principles and continues with a study of trigonometry. Included will be solutions of right triangles with the six trigonometric ratios and solutions of oblique triangles using the Law of Sines and the Law of Cosines. Practical problems will be emphasized.
Prerequisite: MAT 1101
- MAT 1123 Machinist Mathematics Credit 3 (3-0)**
Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems, concludes with an introduction to compound angle problems.
Prerequisite: MAT 1102
- MEC 0100 Machine Practices Credit 3 (2-3)**
A course designed to familiarize the student with the machine shop and machine processes. Although not an in-depth study of machine shop practice, it covers a wide variety of techniques, machines, and procedures while giving enough shop practice to enable the student to "get the feel" of most of the machines.
- MEC 0101 Machine Processes I Credit 3 (1-4)**
An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
- MEC 0102 Machine Processes II Credit 3 (1-4)**
A study of advanced operations on lathe, drilling, boring, and reaming machines. Includes milling machine theory and practice. Provides a thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.
- MEC 0105 Statics Credit 4 (3-3)**
A study of systems of forces acting on bodies, machines, and structures at rest and the effects of forces on objects. Topics covered include analysis of force systems; equilibrium; analysis of structures, frames, and machines; distributed forces; friction; and moment of inertia.
Prerequisites: MAT 0102, PHY 0102
- MEC 0107 Applied Mechanics Credit 5 (5-0)**
Concepts and applications of statics and dynamics. Force systems, moments and couples, equilibrium, trusses, friction, centroids, center of gravity, moments of in-

ertia, motion, work, energy momentum, and impulse are covered. Applications relating to the particular technology are introduced.

Prerequisites: ELC 0114, PHY 0101

MEC 0110 Fundamental Mechanisms Credit 4 (2-4)

A study of the purpose and actions of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, and other mechanical devices used to transmit or control signals.

Prerequisite: PHY 0102

MEC 0204 Manufacturing Processes Credit 6 (6-0)

A study of various manufacturing processes, the equipment, tools and materials used, the principles involved and the products produced. Films and field trips further introduce the broad subjects of Manufacturing.

MEC 0205 Strength of Materials Credit 4 (3-2)

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welder joints, beams, columns, and machine components.

Prerequisites: PHY 0102, MAT 0102

MEC 0208 Mechanical Problem Solving Credit 3 (2-2)

A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.

Prerequisite: MEC 0102

MEC 0210 Physical Metallurgy I Credit 4 (3-2)

An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

MEC 0213 Production Planning Credit 3 (3-0)

Day-to-day plant direction, forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control.

MEC 0214 Shop Practice Credit 3 (1-4)

A shop practice course designed to acquaint the student with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.

MEC 0215 Compound Angles Credit 3 (2-3)

Upon completion of this course, a study of special geometric solids encountered in the planning and production of jigs and fixtures, the student should be able to: (1) recognize and solve problems pertaining to the five basic types of solids; (2) convert orthographic drawings to pictorials; and (3) recognize and solve problems related to compound angular drilling and boring.

MEC 0216 Physical Metallurgy II Credit 5 (4-3)

Upon completion of this course, the student should be able to: (1) use and explain the iron carbide phase diagram; (2) perform various heat treatments on plain carbon steel; (3) discuss surface hardening treatments; (4) explain the nature and use

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of alloy steels, cast irons, and nonferrous materials; (5) discuss the effect of wear and corrosion; (6) identify unmarked samples; and (7) conduct basic failure analysis.

MEC 0222 Rigging and Material Handling Credit 3 (2-2)

Transporting, converting, transferring, self-loading and bulk-handling equipment will be introduced. Use of wire rope, slings, chains, scaffolds, and ladders will be investigated. Proper storage of materials will also be covered.

MEC 0235 Hydraulics & Pneumatics Credit 4 (3-2)

An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.

MEC 0298 Tool and Die Design Credit 4 (2-6)

Upon completion of this course, a study of the knowledge and skills needed for the design of tools, fixtures and dies, the student should be able to: (1) design simple-point and multiple-point cutting tools; (2) design and draw jigs and fixtures; (3) design piercing and planning dies; (4) design pending and forming dies; and (5) complete a design project.

MEC 0299 General Maintenance and Repair Credit 3 (2-2)

The purpose of this course is to broaden the experiences of the student in the areas of mechanics. Problems involving various types of equipment will be given to demonstrate the check-list method of maintenance and preventative maintenance. The use of precision measuring tools and checking for accuracy, squareness and correct center line distances is stressed for pre-stat inspection. This course is a wide-based study in everyday manufacturing problems and solutions.

MEC 1101 Machine Shop Theory and Practice I Credit 7 (3-12)

An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.

MEC 1101A Machine Shop Theory and Practice IA Credit 3 (1-6)

An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments.

MEC 1101B Machine Shop Theory and Practice IB Credit 4 (2-6)

Operations on engine lathes, drilling machines, metal cutting saws, milling machine, and bench grinders will be covered.
Prerequisite: MEC 1101A

MEC 1102 Machine Shop Theory and Practice II Credit 7 (3-12)

An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisite: MEC 1101

MEC 1102A Machine Shop Theory and Practice IIA Credit 3 (1-6)

An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders.
Prerequisite: MEC 1101

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- MEC 1102B Machine Shop Theory and Practice IIB Credit 4 (2-6)**
Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines.
Prerequisites: MEC 1101, MEC 1102A
- MEC 1103 Machine Shop Theory and Practice III Credit 7 (3-12)**
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work-holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102
- MEC 1103A Machine Shop Theory and Practice IIIA Credit 3 (1-6)**
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Instruction and practice in the use of power feed drills and abrasive saws.
Prerequisites: MEC 1101, MEC 1102
- MEC 1103B Machine Shop Theory and Practice IIIB Credit 4 (2-6)**
Practice in setting up and operating machine tools including the selection and use of work-holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants.
Prerequisites: MEC 1101, MEC 1102, MEC 1103A
- MEC 1104 Machine Shop Theory and Practice IV Credit 7 (3-12)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103
- MEC 1104A Machine Shop Theory and Practice IVA Credit 3 (1-6)**
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines.
Prerequisites: MEC 1101, MEC 1102, MEC 1103
- MEC 1104B Machine Shop Theory and Practice IVB Credit 4 (2-6)**
Covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
Prerequisites: MEC 1101, MEC 1102, MEC 1103, MEC 1104A
- MEC 1105 Computer Numerical Control Machining I Credit 3 (2-2)**
This course is an introduction to CNC programming using the "machinist" language. Program writing, editing, and execution are stressed. Machine operations such as drilling and some milling cycles are used as a basis for application. Mirror Image and circular milling are examples of applications covered for both drilling and milling operations.
Prerequisite: MEC 1101
- MEC 1106 Computer Numerical Control Machining II Credit 3 (2-2)**
A continuation of MEC 1105 with advanced work in milling and drilling operations. Helical interpolation, polar coordinate programming, canned cycles, rectangular and circular pocket milling are some of the specific items covered. Demonstrated student skills in these and other areas will serve as a basis for satisfactory completion of the course.
Prerequisite: MEC 1105

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- MEC 1112 Machine Shop Processes Credit 2 (0-6)**
To acquaint the student with procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.
- MEC 1117 Machine Repair Credit 3 (2-3)**
This course is designed to acquaint the student with the movable parts of machine tools, the basic methods of joining these parts together, adjustments necessary to obtain satisfactory service, removal and reinstallation of worn parts, uses of lubricants as applied to machine tools, safety precautions as directed as OSHA.
- MEC 1122 Practical Metallurgy Credit 4 (3-2)**
This course is designed to familiarize the student with ferrous and nonferrous metals. Production and application practices are covered along with the SAE-AISI designation systems. Heat treatment of metals, with emphasis on low and high carbon steels, part design for heat treating purposes, and the use of testing equipment are included. Powder metallurgy is also introduced.
- MED 0101 Medical Terminology Credit 2 (1-2)**
This course is designed to introduce the students to the medical language by word parts, analyzing and defining of terms and to word building. The course approaches medical terminology by body systems emphasizing anatomical, medical, diagnostic, surgical and diagnostic procedural terms for each system.
- MED 0102 Advanced Medical Terminology Credit 2 (1-2)**
This course reviews principles of medical word building and other diagnostic, surgical, diagnostic procedural terms that are not a part of MED 0101. The course incorporates computer work as a didactic feature.
Prerequisite: MED 0101
- MUS 0210 Music for Young Children Credit 3 (3-0)**
To provide the student with some understanding of music as a learning tool for the young child. Students participate in song, dance and rhythmic activities which are appropriate to the interest and musical developmental level of young children.
- NUR 0101 Nursing Fundamentals Credit 9 (6-4-3)**
An introduction to nursing, the health care system, the concept of wellness-illness continuum and the nursing process. The nursing process is used to assess the 14 basic human needs of man. Emphasis is placed on the therapeutic communication. Theory, scientific principles, and procedures for basic nursing skills are taught, demonstrated, and practiced in class and the nursing laboratory, and clinical area.
Corequisites: BIO 0101, PHY 0151, NUT 0101
- NUR 0102 Nursing Adults and Children I Credit 10 (6-0-12)**
An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with infectious disease, surgical needs, cancer, terminal illness, and diseases of musculoskeletal and gastro-intestinal systems. Diet therapy and pharmacotherapeutics are included in the client-care plan. Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.
Prerequisites: BIO 0101, PSY 0151, NUT 0101, NUR 0101
Corequisites: BIO 0102, PSY 0107, MAT 0111

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- NUR 0103 Nursing Adults and Children II Credit 10 (6-0-12)**
Continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with diseases of cardiovascular, urinary, reproductive, respiratory, and endocrine systems. Diet therapy and pharmacotherapeutics are included in the care plan. Content related to nursing care of the pediatric and geriatric client will be included. Physical assessment skills will be discussed with each system and integration of skills will be highlighted. (Orem's Self-Care Model and Roy's Adaptation Model will be used as a basis for planning nursing care.)
Prerequisite: NUR 0102
- NUR 0105 Pharmacology Credit 3 (3-0)**
An introductory course in pharmacotherapeutics. Medication sources, preparations, actions, standards, and names are presented. Emphasis is placed on correct preparation, safe administration, and client's response to medications. Actions and other pharmacologic properties of medications in each classification are presented. Assessment of the client before and after medication administration is stressed. Practice in preparation and steps in administration of oral and parenteral medicine are planned for in the laboratory and the clinical areas.
Prerequisite: MAT 0111
- NUR 0201 Nursing Process and Client Assessment Credit 3 (2-2-0)**
Nursing Process and Client Assessment includes theory and practice in using the nursing process and client assessment skills. Laboratory experiences include demonstration and practice of techniques useful in assessing the skin, head, neck, chest, cardiovascular system, breasts, genitourinary system, abdomen, musculoskeletal system, neurosensory system, and general health status. Required for graduate and licensed practical nurses before entry into the fourth quarter of the Associate Degree Nursing Program (T-059).
- NUR 0202 Maternal and Newborn Nursing Credit 11 (6-0-15)**
Introduces the basic and more complex concepts in obstetrical nursing. Nursing process and nursing diagnosis are used to assess the family, identify common problems, and plan family care during the antepartal, intrapartal, postpartal, and newborn periods. Common and more complex problems of pregnancy and the newborn are also studied. Clinical experiences include using the nursing process to assess, diagnose, plan, implement, and evaluate nursing care for the intrapartal, postpartal, and newborn clients in normal and more complex situations.
Prerequisites: BIO 0101, NUR 0103, NUR 0105, BIO 0102
- NUR 0203 Mental Health Nursing Credit 13 (8-0-15)**
Mental Health Nursing provides for assessing the dynamics of behavior and identifying interpersonal needs. Emphasis is placed on communications and interpersonal interviews as a means of attaining these goals. Mental health nursing and psychiatric concepts, basic psychiatric care and problematic behavior and nursing actions are included. Selected class and clinical learning experiences involve the therapeutic use of self with the patient in identifying human needs and problems using goal-directed approaches and evaluating results as a continuous process in coping behaviors. Selection of learning experiences in class and clinical is influenced by an assessment of students' needs in relation to the course objectives. Students are encouraged to view themselves and the patients as individuals with individual needs and mechanisms of adjustment.
Prerequisites: PSY 0151, PSY 0107, NUR 0103
- NUR 0204 Nursing Adults and Children III Credit 11 (6-0-15)**
Advanced medical-surgical nursing theory and clinical practice in caring for

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adults and children with special care needs related to cardiovascular, respiratory, neurological, chemical-thermal, multiple trauma, renal, and transplantation. Diet therapy and pharmacotherapeutics are integrated into the curriculum. Primary and secondary assessment skills are stressed while Roy's adaptation model provides the structure for the nursing process.

- NUR 0205 Nursing Adults and Children IV Credit 11 (6-0-15)**
The focus of the course is the development of skill in the application of leadership and management principles in functioning as a health team member and then, as a leader/manager. Previous learning will be built upon for integration and synthesis. In the clinical component of the course, students will provide comprehensive care to individuals and groups of patients. Group process theories are reviewed and implemented. Emphasis will be placed upon collaboration with other team members in assessing, planning, implementing, and evaluating nursing interventions. Roy's adaptation model provides structure and change theory is explored in-depth.
Prerequisites: NUR 0103, NUR 0105, NUR 0201, NUR 0203, NUR 0204
- NUR 0206 Nursing Seminar Credit 2 (2-0)**
This seminar is designed to provide opportunities for discussion of issues and trends in nursing education, nursing practice, and the legal aspects. Responsibilities of the nurse to self, to the health team and community are stressed as well as the role of the registered nurse in selected practice services.
- NUR 0300 Leadership Skills for Nurses Credit 3 (3-0)**
Nurses can be leaders in whatever professional roles they assume. Nurses who choose managerial roles can create for themselves and their staffs stimulating, challenging, and rewarding careers. Through this course the nurse will acquire knowledge in theories of leadership and management, organizational analysis, communication skills, power and change, planning managing people, financial management, evaluation, and computer information.
- NUR 0302 Physical Assessment for Nurses Credit 3 (3-0)**
Introduces the skills of history taking, review of systems, and assessment techniques (inspection, palpation, percussion, auscultation) as well as demonstration and practice of skills used in a systematic head-to-toe physical examination. Variations for communicating with and examining children of different developmental levels will also be discussed.
- NUR 1106 Practical Nursing Seminar Credit 3 (3-0-0)**
Practical Nursing Seminar provides an introduction to the legal aspects of nursing practice. The more common legal problems and ways to avoid legal entanglements are discussed. Ethical and legal responsibility in controversial nursing situations are presented and discussed. Professional organizations are presented with emphasis placed on those applicable for the licensed practical nurse. Roles of the Licensed Practical Nurse and job opportunities are explored in depth.
Corequisites: NUR 1108, NUR 1109
- NUR 1108 Maternal and Newborn Nursing Credit 6 (3-0-9)**
Using the nursing process and nursing diagnosis, the basic concepts in maternal and child nursing are introduced. Client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed for clients in the antepartum, intrapartum, postpartum, newborn, and childhood periods. Common problems of pregnancy and the newborn will be introduced. Using the systems approach, common illnesses in the stages of childhood and their impact on the child and family will be discussed.
Prerequisites: NUR 0103, NUR 0105

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- NUR 1109 Nursing Adults and Children III Credit 9 (6-0-9)**
A continuation of medical-surgical nursing theory and clinical practice utilizing the nursing process. Client assessment, identification of acute nursing problems, planning, implementing, and evaluating care (within the scope of the Licensed Practical Nurse) will be taught. The clinical laboratory experience is conducted among patients with acute disorders of respiratory, neurological, and integumentary systems, as well as patients requiring emergency intervention.
- NUT 0101 Nutrition and Diet Therapy Credit 3 (3-0)**
Introduces the learning concepts of change and balance as the fundamental framework for the study of nutrition. Deals with composition of food, the digestion, absorption, and metabolism of the seven basic nutrients, and the basic four food groups. The results of deficiencies, the factors that influence food habits, and nutritional requirements in all age groups are discussed. Therapeutic diets are introduced.
- NUT 0102 Nutrition for Young Children Credit 3 (3-0)**
Study of basic nutrition with emphasis on (1) methods of helping young children and their families learn nutritional concepts and (2) planning balanced diets for preschool children.
- OTA 0101 Occupational Therapy I (Fundamentals of the Profession) Credit 3 (2-3)**
Students are introduced to occupational therapy, the concept of the treatment team and the roles of other professionals on the team. Emphasis is placed on the COTA, The American Occupational Therapy Association, and local professional groups. Students begin the study of professional literature and the areas of practice of Occupational Therapy.
- OTA 0104 Occupational Therapy Media I Credit 5 (3-4)**
The purpose of this course is to teach crafts that require tools for their completion. Emphasis will be placed on the proper use, maintenance, and safety factors of tools and materials. Students will do activity analysis and group teaching throughout the course.
Prerequisite: OTA 0103
- OTA 0106 Occupational Therapy II (Physical Disabilities) Credit 4 (3-2)**
Course materials will present students with diagnoses of general medical neurological and orthopedic conditions commonly found in occupational therapy settings. Etiology, pathology, course of treatment, prognosis and prevention will be discussed as they apply to the assistant level therapist. Lab sessions will afford students an opportunity to develop skills and simulate various disabling conditions. Problem solving to enable normal activity will be a part of didactic and lab sessions.
Prerequisites: BIO 0101, BIO 0102, OTA 0101, OTA 0108, OTA 0112
- OTA 0108 Kinesiology for OTA Students Credit 4 (3-2)**
A study of movement of the human body as it relates to activity, disability and occupational therapy treatment. In laboratory sessions, students will become familiar with various methods of testing joint range of motion, muscle strength, and coordination.
Prerequisites: BIO 0101, OTA 0101
- OTA 0110 Practice of the Profession Credit 3 (2-3)**
Students observe and participate in various practice areas of the profession. Emphasis is placed on the role of occupational therapy personnel in these areas in conjunction with other professionals. Students begin study of activity analysis, observation of behavior, interviewing techniques and documentation.
Prerequisite: OTA 0101

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- OTA 0112 Disease Process Credit 3 (3-0)**
Selected disease processes will be presented from childhood through geriatrics. Emphasis will be placed on etiology, prognosis and management. Students will utilize observation and activity analysis techniques when discussing management.
Prerequisites: MED 0101, BIO 0101, BIO 0102, OTA 0101, OTA 0110
- OTA 0201 The Aging Process Credit 3 (3-0)**
Course will focus upon the second half of the life span with emphasis on Gerontology. Concepts of the aging process, retirement, physical, emotional and social adjustments will be presented.
Prerequisites: OTA 0112, OTA 0106, PSY 0107
- OTA 0202 Geriatric Programming Credit 4 (3-2)**
Students study techniques of geriatric therapy programs. Emphasis is on maintaining independence, activities of daily living, work simplification, perceptual deficits, life review, diversion, etc. Community programs are examined.
Prerequisites: BIO 0101, OTA 0108, OTA 0106, OTA 0112, OTA 0201, OTA 0206
- OTA 0204 Occupational Therapy Media II (Woodworking) Credit 3 (2-3)**
Course material and laboratory sessions will orient, familiarize and develop personal and therapeutic skills in one of occupational therapy's major crafts. Woodworking will be discussed, analyzed and practiced in terms of its inherent therapeutic characteristics and value in promoting independent development of problem solving skills and media safety.
Prerequisites: OTA 0103, OTA 0104
- OTA 0205 Occupational Therapy Media III (Ceramics and Weaving) Credit 3 (2-2)**
Course work will include basic techniques of ceramics including: hand-building, mold pouring and process, wheel-thrown pottery and glazing techniques. Basic weaving techniques will include material selection, loom construction, warping process, pattern making and following. Both segments of the course will emphasize safety procedures and rules regarding a variety of patient populations and clinical settings as well as adaptive therapy techniques.
Prerequisites: OTA 0103, OTA 0104, OTA 0204
- OTA 0206 Occupational Therapy — Splinting and Therapeutic Adaptation Credit 5 (4-2)**
Students will learn basic splinting techniques for a variety of physical disabilities and therapeutic adaptations for problems ranging from sensory-motor developmental delays to activities of daily living functional deficits. Laboratory sessions will direct and enable students to create adaptive devices using knowledge gained in previous media courses. Therapeutic testing equipment will also be presented.
Prerequisites: OTA 0103, OTA 0106, OTA 0108
- OTA 0208 Pediatrics for OTA Students Credit 3 (3-0)**
Course will review normal and abnormal development with emphasis on occupational therapy intervention. Evaluation techniques will be presented. Occupational therapy treatment planning and techniques will be emphasized.
Prerequisites: PSY 0107, OTA 0106, OTA 0112
- OTA 0210 Pediatric Programming Credit 4 (3-2)**
Students learn fundamentals of pediatric programming. Areas of study include environmental limitations, attitudes toward children with problems, programs for well children, children with spina bifida, deaf-blind, congenital problems are studied. Therapeutic techniques, perceptual-motor facilitation and inhibition techniques are some of the approaches focused upon.
Prerequisites: OTA 0106, OTA 0108, OTA 0112, OTA 0208, PSY 0107

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- OTA 0212 Occupational Therapy III (Psychiatric) Credit 3 (3-0)**
Students learn the role of occupational therapy in psychiatry. Class materials include the most common diagnostic categories with emphasis on therapeutic approach including behavioral observation, activity analysis, group function, frames of reference and treatment techniques.
Prerequisites: PSY 0205
- OTA 0214 Occupational Therapy in the Community Credit 3 (2-3)**
The study and application of occupational therapy programs in various community settings (school systems, nursing homes, sheltered workshops, day care programs). Course will include class lectures and in-community experience (Level IB) and will be interfaced with OTA 0215 Facility Management.
Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212
- OTA 0215 Facility Management Credit 3 (3-0)**
Course is designed to teach the principles and application of maintenance and management of equipment and supplies as well as the skills essential to administrative functioning. Areas to be focused upon include cost analysis, budget, ordering materials and supplies, Medicare-Medicaid, scheduling patients, charging, uniform cost reporting, justification of equipment vs. supplies.
Prerequisites: OTA 0101, OTA 0110
- OTA 0217 Occupational Therapy Activity Programming Credit 3 (3-0)**
Students will actively design programs for various populations. Materials and experience from previous OTA courses will be utilized. Course will focus on the practical application of therapeutic techniques and emphasize observation, documentation, activity analysis and effective communications.
Prerequisites: OTA 0101, OTA 0106, OTA 0108, OTA 0110, OTA 0112, OTA 0201, OTA 0202, OTA 0206, OTA 0208, OTA 0210, OTA 0212
- OTA 0220 Occupational Therapy — Physical Disabilities Credit 8 (0-24)**
Field Placement I
Under the supervision of a registered occupational therapist, the OTA student will be required to provide occupational therapy services to a clinical setting for a six-week period. Emphasis will be upon the application of academically acquired knowledge as well as acquisition of additional experience and skills. The student will have the opportunity to develop methods and techniques that will lead to the performance level expected of an entry level OTA.
Prerequisite: Successful completion of all required course work.
- OTA 0222 Occupational Therapy — Psychiatric Affiliation Credit 8 (0-24)**
Field Placement II
A clinical experience similar to that of OTA 0220 consisting of a six-week session in a psychiatric clinical setting under the supervision of a registered OTA.
Prerequisite: Successful completion of all required course work.
- PHY 0101 Physics: Properties of Matter Credit 4 (3-2)**
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
- PHY 0102 Physics: Work, Energy, Power Credit 4 (3-2)**
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are vital parts of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisites: PHY 0101, MAT 0101

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- PHY 0103 Physics: Electricity Credit 4 (3-2)**
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of this course. Prerequisites: PHY 0101, MAT 0101
- PHY 0104 Physics: Light & Sound Credit 4 (3-2)**
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination and the principles involved in optical instruments. Application is stressed throughout. Prerequisites: MAT 0101, PHY 0101
- PHY 0105 Basic Science Credit 4 (3-2)**
This course is designed primarily for Respiratory Therapy students as an introduction to physics, chemistry and microbiology. Those basic principles applicable to Allied Health personnel are explored and demonstrated by laboratory experiments so that the students are more comfortable in the clinical setting.
- PLA 0225 Practicum Credit 2 (1-10)**
This course consists of supervised work experience alternating with the educational program on a schedule satisfactory to employers, the institution, and the student. This period of time will enable the student to perform a planned variety of activities required of his specialty. The work periods will be carefully planned and closely supervised by the employer and the institution to provide experiences and responsibilities commensurate with the capabilities of the student.
- PME 1101 Automotive Gas Engines Credit 6 (3-9)**
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
- PME 1102 Automotive Fuel Systems Credit 4 (2-6)**
A thorough study of the fuel system and emission control systems to the automobile including the fuel pump, fuel tank carburetor, air breather and the various components for the emission control systems. This includes a study of fuels, types of fuel systems, special tools and testing equipment for the fuel system.
- PME 1103 Automotive Electrical Systems Credit 8 (4-12)**
This course is a study of the electrical systems of the automobile including the basic systems of the battery and cranking systems, charging system, ignition system, accessories and basic wiring. The student will study the basic electrical test equipment as well as the more sophisticated diagnostic equipment. Safety is stressed in the practical shop applications and factory approved methods of repair.
- PME 1103A Automotive Electrical Systems — A Credit 4 (2-6)**
This course is a study of the electrical systems of the automobile including the basic systems of the battery and cranking systems, charging system, ignition system, accessories and basic wiring. The student will study the basic electrical test equipment as well as the more sophisticated diagnostic equipment. Safety is stressed in the practical shop applications and factory approved methods of repair.

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- PME 1103B Automotive Electrical Systems – B Credit 4 (2-6)**
This course will continue into the electrical systems on the material that was studied in the Electrical Systems. Emphasis is shifted from theory of operation of the various systems to diagnostic lab work and electric troubleshooting. Using factory manuals, the student traces and troubleshoots problems dealing with chassis and body wiring also.
Prerequisite: PME 1103A
- PME 1104 Diesel Engines Credit 4 (2-6)**
This course is designed for the automotive student who will be confronted with the smaller versions of the diesel engine used in today's automobile. This course deals with the diesel theory of operation, rebuilding and servicing the diesel engine and its components, and studying the fuel and injection systems. Safety and factory approved methods of servicing the automotive diesel will be stressed throughout the course.
- PME 5211 Small Engine Repair Credit 2 (1-3)**
Upon completion of this course the student should have: (1) demonstrated an understanding of the basic operations of two stroke cycle air cooled engines; (2) demonstrated an understanding of magneto ignition systems; (3) serviced at least two types of ignition systems; (4) demonstrated an understanding of carburetor; (5) serviced at least three types of carburetors; (6) serviced recoil starters. Basic maintenance of small engine equipment will be reviewed.
- POL 0102 The National Government Credit 3 (3-0)**
English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union, state rights, federal powers, political parties. The general organization and functioning of the national government.
- POL 0250 American Government Credit 3 (3-0)**
The purpose of this course is to acquaint the student with the formal institutions of the American political system and their relationships with political parties, interest groups, and individual citizens.
- PSY 0105 Human Growth & Development: Prenatal & Infant Credit 3 (3-0)**
A detailed study of the developmental sequence of the prenatal and infant periods with emphasis on influences and conditions necessary for optimal development.
- PSY 0106 Human Growth & Development: Early Childhood Credit 3 (3-0)**
A detailed study of the developmental sequence during the pre-school period ages 2 to 6. Emphasis is given to factors influencing development, the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills, language usage, and the relationship of early childhood to later realization of potential.
- PSY 0107 Growth and Development – Life Span Credit 3 (3-0)**
This developmental course provides the student an opportunity to study human growth and development from conception through death. The course emphasizes the genetic, biological, environmental, and socio-cultural influences on development. Students will learn the different characteristic changes, when they occur, and what causes them to occur during the various stages of growth and development.
Prerequisite: PSY 0151
- PSY 0110 Interpersonal Skills Credit 3 (3-0)**
A study of the basic principles of human behavior and interpersonal relations and

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their application to the formation of self management skills, group participation, and appropriate relationships within the working environment.
Prerequisite: PSY 0151

- PSY 0151 Principles of Psychology Credit 3 (3-0)**
An introductory course in behavior which surveys the principles of learning, perception, thinking, biological and psychological motives, feelings and emotions, personality and adjustment. The objectives are to lay the foundation for advanced study in psychology, education, and sociology.
- PSY 0201 Human Growth & Development: Middle Childhood and Adolescence Credit 3 (3-0)**
A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishing of value systems and interests.
- PSY 0205 Abnormal Psychology Credit 3 (3-0)**
An introduction to the dynamics of abnormal psychological behavior including neurosis, psychosis, character disorders, and psychosomatic reactions. The concept of Behavior Modification as a treatment modality will be stressed.
Prerequisite: PSY 0151
- PSY 0206 Applied Psychology Credit 3 (3-0)**
A study of the principles of psychology in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.
- PSY 0207 Personal Stress Management Credit 3 (3-0)**
Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people in different ways. Special forms or techniques to relieve stress such as meditation, desensitization, and running will be discussed and analyzed to assist an individual in developing a personal coping strategy.
- PSY 0210 Industrial Psychology Credit 3 (3-0)**
A study of the psychological principles that control employee actions and attitudes are explored in relationship to the current technological transitions occurring due to development in automated manufacturing.
- PSY 0260 Adjustment and the Process of Death Credit 3 (3-0)**
The process of death will be analyzed with the objective of providing individuals with knowledge and information so as to assist in adjustment. This course will assist family and friends of those critically ill to better cope with their feelings, emotions and grief. This course will assist such individuals and groups to better understand the process of death, assist them to better provide support and understanding, and to personally adjust to the possibilities and reality of death.
- PSY 1101 Human Relations Credit 3 (3-0)**
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
- PSY 1110 Industrial Psychology Credit 3 (3-0)**
Psychological principles and techniques are applied to the activities and problems of employees in business and industry due to the rapid and emerging transitions that are occurring in technological processes and equipment.

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- PTH 0101 Introduction to Physical Therapy Credit 4 (3-0-3)**
This course includes an overview of physical therapy as a profession including history, types of treatment, employment settings, and health care team relationships. Topics include selected physical therapy modalities, patient preparation, aseptic care, ethics, concepts of health/disease, and visits to several clinics. Upon completion, students will be able to explain the role of the assistant and demonstrate competence in basic techniques of patient care.
Prerequisites: None
- PTH 0102 Physical Therapy Procedures I Credit 5 (3-0-6)**
This course is a continuation of PTH 0101 with detailed study of treatment procedures including physiological principles and techniques with laboratory and initial clinical experience. Topics include application of hot packs, whirlpool procedures, massage techniques of back and extremities, and patient response to treatment. Upon completion, students will be able to utilize hot packs and whirlpool, and to massage back and extremities safely and appropriately in laboratory and clinical settings.
Prerequisite: PTH 0101
- PTH 0103 Physical Therapy Procedures II Credit 5 (3-0-6)**
This course is a continuation of PTH 0102 and emphasizes theory and practice of electro-therapy and reviews previously learned procedures. Topics include low and high frequency electrical currents, electrical stimulation, shortwave and microwave diathermy, and ultrasound. Upon completion, students will be able to apply electrical stimulation, shortwave and microwave diathermy, and ultrasound, and demonstrate knowledge of physiological principles involved.
Prerequisite: PTH 0102
- PTH 0104 Physical Therapy Procedures III Credit 6 (3-0-9)**
This course is a continuation of PTH 0103 with advanced study of selected procedures. Topics include infra red, ultra violet, paraffin, pain management by electrical stimulation, and use of adaptive equipment and devices. Upon completion, students will be able to safely apply infra red, ultra violet, paraffin, and electrical stimulation and use adaptive equipment and devices.
Prerequisite: PTH 0103
- PTH 0105 Physical Therapy Procedures IV Credit 7 (3-0-12)**
This course is a continuation of PTH 0104 and emphasizes physical and physiological principles and techniques of application of selected physical therapy measures. Topics include advanced principles and treatment of burns, amputees, cerebrovascular accidents, cerebral palsy, spinal cord injury, and cold therapies. Upon completion, students will be able to demonstrate a moderate degree of proficiency in combining advanced therapeutic skills and modalities.
Prerequisite: PTH 0104
- PTH 0106 Seminar in Physical Procedures Credit 3 (3-0-0)**
This course includes seminars in the latest advanced techniques and equipment, allied fields and specialties, and detailed experience in written reports. Topics include pharmacology, pediatrics, extra-departmental experience reports (observing an operation, for example), case histories, and guest resource persons. Upon completion, students will be able to discuss the latest information on specialized techniques and equipment and expanded health fields, and to display maturity in writing progress notes.
Prerequisite: PTH 0105
- PTH 0110 Therapeutic Exercise Credit 5 (3-0-6)**
This course introduces principles and techniques of basic therapeutic exercises and ambulation as they relate to a variety of pathological conditions. Topics include routine therapeutic exercises, ambulation skills, postural routines, relaxa-

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tion techniques, joint range of motion, and activities of daily living. Upon completion, students will be able to apply routine therapeutic exercises, fit crutches, walkers, and canes, and teach ambulation skills as indicated.

Prerequisite: PTH 0102

PTH 0111 First Aid Credit 4 (3-2-0)

This course is designed to provide knowledge, techniques, and procedures for administering basic first aid assistance, and includes CPR certification. Emphasis is placed on prevention of accidents, identification of emergencies, and procedures to follow in first aid crises. Upon completion, students will be able to perform artificial respiration and cardiopulmonary resuscitation, identify and bandage wounds, and treat for shock, choking, burns, and other emergencies.

Prerequisite: None

PTH 0201 Path-Physiology for PT Assistants Credit 4 (4-0-0)

This course is designed to present a survey of basic pathology with emphasis on conditions most frequently seen and treated in physical therapy. Topics include basic systems of body, the causes of disease or trauma processes, signs and symptoms, indicated treatment, and possible outcomes of conditions. Upon completion, students will be able to categorize illness and disease, understand basic pathology, identify organ or body systems involved, and explain repair processes.

Prerequisites: BIO 0103, BIO 0104

PTH 0202 Functional Anatomy Credit 3 (2-2-0)

This course provides a study of applied anatomy and kinesiology with emphasis on joint function and dysfunction as seen in a rehabilitation facility. Topics include individual and group muscle locations and functions, measurement of joint motion using a goniometer, and advanced exercises. Upon completion, students will be able to know the function, location, and innervation of all major muscles and to use a goniometer in joint range.

Prerequisite: PTH 0110

PTH 0210 Psychology of Adjustment (PT) Credit 3 (3-0-0)

This course is a study of basic concepts of interpersonal relationships between health worker and patients; psychological adjustment of both patient and worker is explored. Topics include emotional reactions to disease, physical impairment, and case studies of patients with varying degrees of basic personality handicaps. Upon completion, students will be able to discuss the basis for and methods of achieving effective interaction with the patient.

Prerequisite: PSY 0101

PTH 0215 Community Health & Welfare Credit 3 (3-0-0)

This course is designed to survey, identify, and describe various health and welfare resources within the community and includes field trips to selected agencies. Topics include public, private, and voluntary health organizations and their functions, future trends of health care, and basic health problems. Upon completion, students will be able to discuss the functions, resources, and proper utilization of community health agencies and the need for such agencies.

Prerequisite: None

PTH 0298 Clinical Education Credit 14 (4-0-30)

This course is designed to place students in a variety of clinical settings for planned learning experiences and practice under supervision for eleven weeks. Emphasis is placed on reinforcement of learned skills during direct patient care and presentation of case studies of patients. Upon completion, students will be able to develop progress reports on patients and function effectively as integral members of the physical therapy team.

Prerequisite: PTH 0105

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- RED 0100D Improving Reading Skills Credit 3 (3-0)**
A developmental reading course designed to improve reading vocabulary and comprehension. It includes specific skills in comprehension, structured vocabulary improvement, pronunciation skills and the study of roots and affixes. The course is informal and personally directed.
- RED 0101 Introduction to Reading Credit 2 (2-0)**
This course is designed to inform the students of the background of reading — the definition and history. Included will be the relationship between self concept and learning to read, the physiological aspects of reading, readiness for reading and phonics.
- RED 0102 Methods, Materials, & Techniques of Teaching Reading Credit 4 (3-2)**
This course is designed to expose students to the mechanics of reading in word recognition and comprehension. In addition, major methods and techniques of teaching reading in the local system will be emphasized. Lab work for this course will consist of activities, working with individuals and small groups under the direction of the classroom teacher in public schools.
Prerequisite: RED 0101
- RED 1101D Improving Reading Skills Credit 3 (3-0)**
A developmental reading course designed for independent work in word identification, comprehension, and vocabulary skills.
- RTH 0100 Entry Level Examination Review Credit 2 (2-0)**
This course is designed to provide the student a comprehensive review of the content areas necessary for successful completion of the **NBRC Entry Level Examination**.
- RTH 0201 Respiratory Therapy Procedures I Credit 6 (4-4)**
This course is designed as an introduction to respiratory care. Topics include professional associations, the hospital structure, basic patient assessment, aseptic principles and the administration of medical gases, aerosol and humidity therapy. An introduction to charting is presented.
- RTH 0202 Respiratory Therapy Procedures II Credit 4 (2-4)**
This course deals with the techniques for providing proper respiratory care treatment modalities including: chest physical therapy, postural drainage, incentive spirometry and breathing exercises. The techniques and procedures used in pulmonary function studies is also included. Basic cardiac life support will be taught according to the standards of the American Heart Association.
Prerequisites: BIO 0101, ENG 0101, RTH 0201, MAT 0105
- RTH 0204 Respiratory Therapy Seminar Credit 2 (2-0)**
This course allows the student to integrate the various types of therapy which were studied previously in the classroom and clinic. The student will have an opportunity to do independent research in Respiratory Care.
- RTH 0205 Respiratory Therapy Procedures III Credit 6 (4-4)**
An introduction to the theories and techniques of continuous ventilation. Topics include the maintenance of artificial airways including suctioning, indications, and physiological considerations involved in the care of ventilator patients. Appropriate equipment selection, techniques and physiologic effects of mode selection, PEEP, expiratory resistance, inspiratory hold and high frequency ventilation will be emphasized.
Prerequisites: RTH 0202, BIO 0103, RTH 0250, RTH 0302

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- RTH 0250 Pharmacology Credit 2 (2-0)**
This course provides a comprehensive introduction to the medications administered by respiratory care practitioners. Emphasis is placed on the techniques to be observed that will assure safe administration of these agents. A concise overview of drugs relating to respiratory care is also provided.
Prerequisites: BIO 0101, RTH 0201, MAT 0105
- RTH 0251 Cardiopulmonary Pathophysiology Credit 3 (3-0)**
Pathological processes which affect the body are discussed with special emphasis on those which affect the respiratory and cardiovascular systems.
Prerequisites: RTH 0202, RTH 0250, BIO 0103, RTH 0302
- RTH 0252 Pediatrics Credit 2 (2-0)**
An introduction to pediatric and neonatal anatomy, physiology and disease processes. Ventilator care and management will be stressed along with different modes of therapy used in pediatrics.
Prerequisites: RTH 0202, RTH 0250, BIO 0103, RTH 0302
- RTH 0260 Respiratory Therapy Procedures IV Credit 3 (2-2)**
This course is an in-depth study of the mechanisms and hazards of mechanical ventilation. Modifications of therapy according to physiological parameters and disease states are stressed.
Prerequisites: RTH 0205, RTH 0304
- RTH 0261 Cardiopulmonary Pathophysiology II Credit 5 (4-2)**
This course will provide an in-depth study of the physiology of the cardio-respiratory system with emphasis on hemodynamic principles. Nutrition, fluid balance, renal physiology and concepts of advanced cardiac life support are presented. Special diagnostic testing and procedures are also discussed.
Prerequisites: RTH 0251, RTH 0250, BIO 0103
- RTH 0271 Pediatrics II Credit 3 (2-2)**
An in-depth study of neonatal and pediatric physiology, mechanical ventilation, disease processes, evaluation and care of the pediatric patient is presented.
Prerequisites: RTH 0252, RTH 0304
- RTH 0272 Advanced Pulmonary Functions Credit 2 (1-2)**
Mechanics and interpretation of pulmonary function will include body plethysmography, planimetry and bedside screening. Diffusion study techniques, isoflows and Vmax 50 are discussed. Topics also included are blood gas quality control and equipment for testing.
Prerequisite: Program Director approval
- RTH 0280 Cardiopulmonary Rehabilitation Credit 2 (1-2)**
An in-depth study of the assessment of the chronically ill patient and home environment including nutrition, physical therapy and exercise testing. Patient teaching will be stressed in areas of psychological support, exercise protocol and disinfection of equipment in the home environment. This course is designed to enable the practitioner to structure a discharge plan geared to the individual client.
Prerequisite: Program Director approval
- RTH 0281 Organization and Administration Credit 2 (2-0)**
A study in planning, organizing, directing, and controlling a respiratory care/cardiopulmonary department. Record keeping, charting, and personnel management will be covered. The student may undertake actual management responsibilities during the course.

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- RTH 0302 Clinical Practice I Credit 3 (0-0-9)**
This course will provide the student with an opportunity to apply the techniques of aerosol, humidity and medical gas therapy in a clinical situation with proper supervision. Chest X-ray interpretation is introduced.
Prerequisite: RTH 0201
- RTH 0303 Clinical Practice II Credit 8 (0-0-24)**
This course will provide the students an opportunity to apply the techniques of IPPB, chest physiotherapy, pulmonary function studies, and chest X-ray and arterial blood gas analysis in a clinical situation with proper supervision.
Prerequisite: RTH 0302
- RTH 0304 Clinical Practice III Credit 12 (0-0-36)**
This course provides the student an opportunity for an intensive application of respiratory therapy to specific areas of the hospital such as neonatal intensive care, medical surgical intensive care, respiratory intensive care, cardiac and cardiovascular intensive care. Physician rounds will also be included.
Prerequisite: RTH 0303
- RTH 0305 Clinical Practice IV Credit 5 (0-0-16)**
Under supervision, the student will apply and practice the techniques of mechanical ventilation and emergency respiratory support measures as required in various hospital settings and demonstrate clinical competence. Emphasis will be in intensive care, physician rounds, special procedures and differential diagnostic procedures. Skills of respiratory physical assessment and diagnostic interpretation will be emphasized.
Prerequisites: RTH 0260, RTH 0261
- RTH 0306 Clinical Practice V Credit 5 (0-0-16)**
This clinical experience is designed to cover the total aspects of respiratory care for the acute and chronically ill adult or neonate. Skills in respiratory physical assessment and diagnostics are redefined. Management skills are surveyed.
Prerequisite: RTH 0305
- SCI 0101 General Science Credit 3 (2-2)**
Study of basic concepts from biological, physical, and natural sciences. Laboratory experiences provide opportunities to develop projects for demonstrating simple science concepts to young children, utilizing materials from nature and simple equipment. Each student will develop a series of projects appropriate for a specific level of development.
- SOC 0102 Principles of Sociology Credit 3 (3-0)**
Includes the principles of sociology and culture, collective behavior, community life, social institutions and social change; study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.
- SOC 0103 Principles of Dynamic Leadership Credit 3 (3-0)**
Leadership philosophies, principles, and techniques will be analyzed in relation to the requirement of the contemporary leader of the '80's. Students will review personality traits as well as the complex relationship of intersecting variables and come to realize that leadership is a process rather than a single act or event. Major variables for study are: (1) Characteristics of the leader; (2) Characteristics of the followers; (3) Characteristics of the organization; and (4) The social, economic and political milieu. Leadership theories of McGregor and Drucker will be analyzed as well as the 15th century principles of Machiavelli, the dedication and charisma of India's Gandhi, the mania of Hitler and the indoctrination and persistence of China's Mao. From this study the student will come to recognize his or

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her leadership style, be exposed to successful leadership techniques and principles to be employed in their work situation, and understand the complex interaction of leadership variables.

SOC 0128 Community Resources Credit 3 (3-0)

An overall view of community, state and national resource and service agencies, designed to assist families, children or individuals within the community.

SOC 0204 Social Psychology for the Health Services Credit 3 (3-0)

This course is designed to assist biomedical students in building meaningful human relationships and to help them make the adjustments necessary to develop a satisfactory work situation. The fields of adjustment to be considered are: work environment, group interpersonal relationships, and personal involvement. Psychologically, students will be concerned with attitudes, frustrations, causation of behavior, motivation, individual differences, and job satisfaction. Sociologically, students will consider status, culture, role, communication, social systems, and the human relationship approach to others. They will be encouraged to see their own personalities in relation to our culture and society.

SOC 0211 Marriage and Family Credit 3 (3-0)

A practical consideration and discussion of the factors leading to successful marital adjustment; attention is given to the period from early dating to marriage, the coming of children, and the problems of child rearing. The course also deals with sex adjustment, in-law relationships, religion, and money management.

SSC 0150 Current Affairs Credit 3 (3-0)

Building of understanding and knowledge of the events in the news, the people who influence world affairs, and the historical background for the trouble centers. Includes a map-reading and geography unit, as well as discussion of internationally-known landmarks. Review of sources of information beneficial to studying current affairs and obtaining additional information.

SSC 0303 Organizations and the Parliamentary Process Credit 3 (3-0)

This course is a review of organizations to which people may join and a study of the rules of parliamentary procedures which allow such groups to make decisions in an orderly manner. This part of the course emphasizes the duties of the presiding person and the rights of the individual members. Civic, religious, political, professional, sports, military, and academic organizations are discussed. *WORLD ALMANAC* and *ROBERT'S RULES OF ORDER* are the required texts.

TEX 0100 Fabric Science I Credit 3 (3-0)

Analyzes textile fibers and the construction of fabrics, with emphasis on the properties that affect their hand, appearance, performance and end use.

WLD 0120 Welding, Oxyacetylene Credit 2 (1-2)

An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Covers welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, brazing, and hard and soft soldering. Safety procedures in the use of tools and equipment are stressed through the program of instruction. The student performs mechanical testing and inspection to determine quality of the welds.

WLD 0121 Arc Welding Credit 3 (1-4)

A study of the operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in

order that the student may detect weaknesses in welding. Safety procedures in the use of tools and equipment are emphasized throughout the course.

- WLD 1101 Basic Gas Welding Credit 2 (1-3)**
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work.
- WLD 1102 Basic Arc Welding Credit 2 (1-3)**
Students are made aware of welding heats, polarities and electrodes for uses in joining various metal alloys by the arc welding process. Procedures such as welding different types of joints are practiced. Safety procedures are emphasized throughout the course.
Prerequisite: WLD 1101
- WLD 1103 Welding Credit 1 (0-3)**
The various processes used for joining materials by welding are discussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch.
- WLD 1105 Automotive Body Welding Credit 4 (2-6)**
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Students run beads, do butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. There are two types of welding used — gas-shield arc welding and oxyacetylene welding. Safety procedures are extremely emphasized throughout the course.
Prerequisite: WLD 1101
- WLD 1112 Mechanical Testing and Inspection Credit 2 (1-3)**
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, non-destructive, V-notch, Charpy impact, etc.
Prerequisites: WLD 1141, WLD 1142
- WLD 1122 Commercial and Industrial Practices Credit 6 (3-9)**
Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.
Prerequisites: WLD 1141 and WLD 1142
- WLD 1123 Inert Gas Welding Credit 2 (1-3)**
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.
Prerequisites: WLD 1141, WLD 1142
- WLD 1124 Pipe Welding Credit 7 (3-12)**
Designed to provide practice in welding or pressure piping in the horizontal, ver-

COURSE DESCRIPTIONS

tical and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Testing appropriate to type welds will be performed.

WLD 1125

Certification Practices

Credit 5 (3-6)

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisites: WLD 1123, WLD 1124, WLD 1141, WLD 1142

WLD 1141

Beginning Welding I

Credit 10 (5-15)

Introduction to the history of oxyacetylene and arc welding. The principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program.

WLD 1142

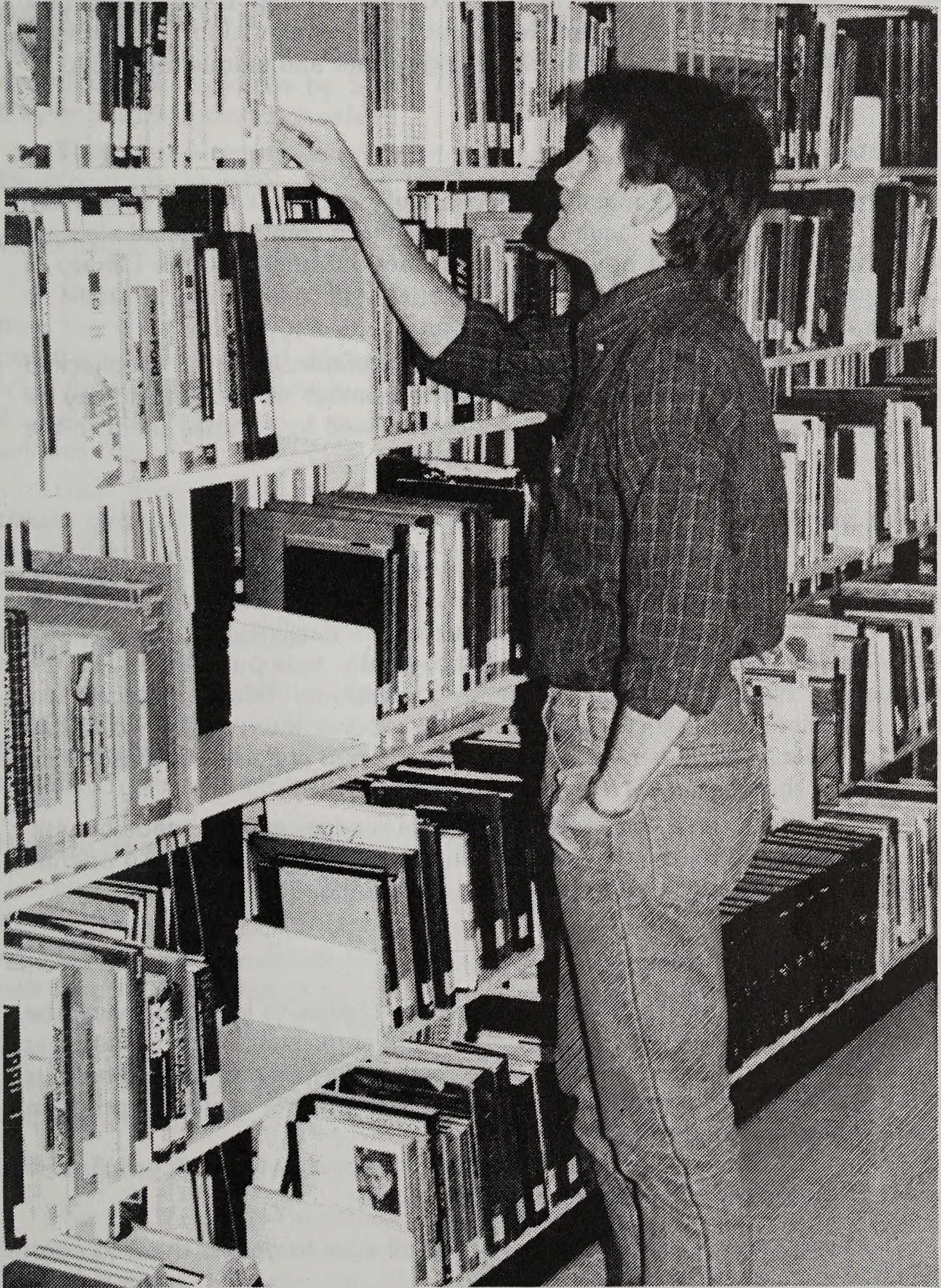
Intermediate Welding

Credit 10 (5-15)

A review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of AC transformers and DC motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.



Continuing Education, Learning Resources Department



People

LEARNING RESOURCES CENTER

LEARNING RESOURCES DEPARTMENT

As a center for student learning and innovative teaching, the Learning Resources Department at Stanly Community College includes the Library, Media Services, Adult Development Center, Adult Basic Education, Developmental Studies, Human Resources Development, Job Training Partnership Act, and Visiting Artist, each serving specific and unique functions.

Library

The library consists mainly of books and periodicals and provides services to the student body, faculty, and community in comfortable and pleasant surroundings. Books are housed in open stacks arranged by the Library of Congress Classification System. Professional staff is available to assist in locating materials and providing information.

Books, with the exception of reserve and reference books, are checked out for two weeks. There is no limit to the number of books that may be checked out by a student. Books may be renewed by bringing them to the library. A fine is charged for overdue materials.

Media Services

The Learning Resources Center provides media services for faculty, staff, and students. This includes the circulation of audiovisual materials and equipment such as slide, filmstrip, and movie projectors. Facilities are also available for videotape recording and viewing, photography, tape publication, and the production of instructional materials. Professional teleconferences are available utilizing the satellite dish located on campus. Interested persons may call the Media Specialist in the LRC when they learn of a teleconference date and request the on-campus showing of their event.

Requests and reservations for any media services may be made by visiting or telephoning the Media Specialist in the LRC at 982-0121. An orientation to the utilization of equipment can also be arranged.

Developmental Studies

Developmental Studies affords students a chance to learn or review the basic skills of grammar, reading, and math in a comfortable, non-threatening atmosphere. Instruction is personal, self-paced, and non-competitive. Students needing preparatory work prior to enrolling in a diploma or degree program can benefit from Developmental Studies.

Adult High School Diploma Program

This program is designed for adults of all ages to enable them to complete their high school credits.

Students between the ages of 16 and 18, who have been released by the Superintendent of their public school, may enroll in the Adult High School Program. This program was designed by the Albemarle City/Stanny County

Boards of Education with Stanly Community College to provide the opportunity for citizens to complete their high school education.

In order to determine the subjects needed for completing high school, a student's school record is reviewed, and an individually prescribed curriculum is assigned. Students may advance as rapidly as they master the materials. Upon completion of the individually prescribed subjects, the students are awarded their diplomas by Stanly Community College and the Albemarle City or Stanly County Schools.

There is no registration fee. Adults may enroll by contacting the Adult Development Center.

GED (high school equivalency)

The GED is an alternative to the traditional credit system of public education. The GED is a five-part exam testing the students' competencies, as compared to national norms. No one under 18 may take the exam without a release form from the last high school attended. There is a testing fee of \$7.50. A pre-test to diagnose a student's strengths and weaknesses is available without charge.

GED prep classes are offered on campus and in the community. The classes cover all five subject areas on the GED and are provided at no cost to the student. Anyone desiring to test for the GED is requested to enroll in a GED preparation class.

Adult Basic Education

Stanly Community College provides training in math, reading, and writing for those adults whose basic educational skills are on 0-8 grade level. No registration fee is required for these courses and instructional materials are provided free of charge to the student.

Human Resources Development (HRD)

The HRD program provides structured pre-vocational training, counseling, and assistance into permanent employment or further educational training for chronically unemployed or underemployed adults. Program design calls for a re-orientation to the world of work through recognition of personal assets and limitations, understanding the effect of one's behavior on others, familiarization with problem solving processes, and development of basic academic and communications skills which are necessary to securing and keeping employment.

Job Training Partnership Act (JTPA)

The Job Training Partnership Act programs assist economically disadvantaged adults with financial obligations incurred as a result of continuing their educations. Students enrolled in literacy programs, HRD, or a large number of curriculum programs at the College may be eligible for tuition, books, or travel expenses paid through JTPA. Interested persons should call the Learning Resources Department for additional information.

Visiting Artist

The purpose of the Visiting Artist program is to deepen the appreciation and cultivation of the arts within the communities served by the College. Visiting artists are available for performances, lecture-demonstrations, and programs for civic clubs, public schools, community organizations, and church groups. There is no charge for this service.



CONTINUING EDUCATION

DIVISION OF CONTINUING EDUCATION

GENERAL INFORMATION

An important function of Stanly Community College is to provide courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education promotes the concept of lifelong learning, by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs offered allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from vocational and technical upgrading to cultural and personal enrichment.

CLASS LOCATIONS

Many of these classes are held on the Stanly Community College campus, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Stanly County.

ADMISSION

Admission to continuing education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in continuing education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. Most courses taught through Continuing Education require no formal education requirements. Anyone interested in attending any Continuing Education course may pre-register by visiting the college or attending the first class meeting. Applicants are accepted on a "first-come, first-served" basis.

FEES

Registration Fees vary with the type of course offered. Fees are announced in the course schedule which is published in June, September, December, and March. The registration fee is waived for persons 65 years of age or older.

Other costs in Continuing Education classes may include textbooks and/or equipment and tools. In a limited number of self-supporting classes and seminars, special fees may be charged.

MINIMUM ENROLLMENT REQUIRED

Normally, a course may be offered when a minimum number of persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CONTINUING EDUCATION

CONTINUING EDUCATION UNITS (C.E.U.)

The Southern Association of Colleges and Schools, of which Stanly Community College is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. One C.E.U. is defined as ten contact hours of participation in an organized continuing education class. Continuing Education Units are offered for courses that are applicable to professional certification, license renewal and many professional and occupational courses.

CLASS HOURS

Continuing Education classes are normally offered one or two evenings per week for ten or eleven weeks. Class hours vary from one to eight hours per day or evening. Special programs may be scheduled at the convenience of the participants and College.

OCCUPATIONAL COURSES

Stanly Community College offers many vocational, technical and business courses in Continuing Education. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to their present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials and machines; and (3) provide assistance to area business and industry in meeting their required needs through specialized courses.

Occupational courses are available in each of the following areas:

Business and Management: available to a wide variety of business organizations and for those in administrative, management, sales and secretarial occupations.

Fire Service Training: offered in fire fighting techniques for members of municipal, volunteer and industrial fire brigades.

Food Service: offered for school lunchroom managers and other food service employees.

Health Occupational: established for persons seeking additional medical allied health and nursing knowledge and skills.

Hospitality Training: available for persons employed in the numerous service occupations.

Law Enforcement: designed for upgrading both experienced and recently employed police and law enforcement officials.

Management and Supervisory Development: offered to improve supervisory and management techniques for beginning and experienced personnel.

Technical Courses: available for upgrading the knowledge and skills of persons working in the numerous technical and para-professional occupations.

Vocational Upgrading: designed for persons working in skilled and semi-skilled occupations.

Additional information regarding occupational upgrading courses may be obtained by contacting the Division of Continuing Education at the College.

GENERAL ADULT EXTENSION

The General Adult Extension program offers to individuals 18 years of age and older short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. Its purpose is to provide each participant an opportunity to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Examples include conversational foreign languages, public speaking, government, history, sewing, flower arranging, creative arts, sign language, guitar, quilting and personal development.

Additional information regarding general adult extension courses may be obtained by contacting the Division of Continuing Education.

NEW AND EXPANDING INDUSTRY TRAINING

One of the basic objectives of Stanly Community College is to stimulate the creating of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

Subject to minimal limitation, this college, in cooperation with the Industrial Service Division, Department of Community Colleges, will design and administer a special program for training the personnel required by any new or expanding industry, thereby creating new employment opportunities in North Carolina.

The purpose of this service is to assist a new or expanding industry to meet its immediate personnel needs while concurrently encouraging each industry to develop a long-range training program of its own designed to satisfy its continuing replacement and retraining needs. No charge is made for these services.

SMALL BUSINESS CENTER

Stanly Community College's Small Business Center was established under a state grant in October 1984. It currently operates with a Director and Assistant. It serves the small businesses of Stanly County and is part of a growing network of forty centers in the North Carolina Community College system. These facilities are charted to help beginning and established entrepreneurs become and remain profitable. The Small Business Center works closely with the Small Business Administration (SBA), Active Corps of Executives (ACE), Service Corps of Retired Executives (SCORE), the Chamber of Commerce and other business/trade organizations.

The Center helps the local business community by providing assistance, referrals, one-to-one counseling, education, training, and contacts with commercial, civic and government agencies.

PEOPLE

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Robert W. Scott President, Department of Community Colleges
Dr. Edward H. Wilson, Jr. Executive Vice President
Department of Community Colleges

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M.A. Command and General Staff College

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B.S. University of Georgia

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M.S. Rensselaer Polytechnic Institute
Ed.D. State University of New York at Albany

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Diploma Stanly Community College
A.A.S. CPCC
B.S. Appalachian State University

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B.S. UNC-Charlotte

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B.A. Pfeiffer College
M.S. North Carolina A&T State University

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B.A. High Point College
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Ph.D. UNC-Chapel Hill

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- Oron Huneycutt** **Program Head — Auto Mechanics**
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- Pauline Jackson** **Assessment and Retention Specialist (ABE)**
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- Doris H. Johnson** **Job Developer/Recruiter,**
B.S. East Carolina University **HRD/JTPA Programs**
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RN State of North Carolina
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- Anne Jones-Sutton** **Course Coordinator/Instructor**
B.S.N. UNC-Chapel Hill **Nursing Department**
M.S. Medical College of Virginia-Virginia Commonwealth University
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A.A. Central Piedmont Community College
B.A. Shaw University
M.A. Appalachian State University
College Business Management — University of Kentucky
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A.A.S. Stanly Community College
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B.S. St. Andrews College
- Anita Maske** **Records Technician**
- Charles Wesley Misenheimer** **Electronics Lab Technician**
Senior — UNC-Charlotte

-
- Charlotte Morris**..... **Director of Planning and Resource Development**
 B.A., M.Ed., and Administration
 Supervision 6-year degree, UNC-Charlotte
- Barbara Moylan**..... **Administrative Assistant to the Dean for Continuing Education**
- Drucie Moss**..... **Instructor — Business Administration**
 B.S. Morgan State University
 M.B.A. Atlanta University
- Juanita Noblitt-Hicks**..... **Program Head — Early Childhood Associate and Cosmetology; Social Sciences Instructor**
 A.A.S. Wilkes Community College
 B.S. Appalachian State University
 M.Ed. UNC-Charlotte
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 B.S. Virginia Polytechnical Institute
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 B.A. Pfeiffer College
 M.A. UNC-Greensboro

PEOPLE

Barbara Slater **JTPA Funds/Assistant Systems Administrator**
 A.A.S. Stanly Community College
 Accounting Diploma, Gates Business College
 B.S. Gardner-Webb College

Linda Smiley **Coordinator for Financial Aid and Veterans Affairs**
 A.A.S. Stanly Community College

Delores Smith **Secretary to Dean for Learning Resources**
 A.A.S. Stanly Community College

Kay Smith **Chairperson — Allied Health Department**
 Diploma Cabarrus School of Nursing
 RN State of North Carolina
 B.A.N. Pfeiffer College
 M.Ed. UNC-Charlotte
 Ed.D. N.C. State University

William P. Smithing **Instructor — Industrial Training**
 A.S. Elgin Community College
 B.S. University of Illinois
 M.B.A. Ohio State University

Brenda Stevens **Program Head — Occupational Therapy Assistant**
 B.S. University of Kansas

Major Stutts **Duplicating Technician**
 A.A.S. Stanly Community College

Lonnie Swanner **Dean for Continuing Education**
 A.S. Greenville Technical Institute
 B.S. University of S.C.

Eddie Thomas **Program Head — Business Computer Programming**
 B.S. Western Carolina University

Tammy P. Thomas **Secretary/Receptionist Union Campus**
 A.A.S. Anson Community College

Cathy Thurston **HRD Instructor**
 A.A.S. Stanly Community College
 B.S. Pfeiffer College

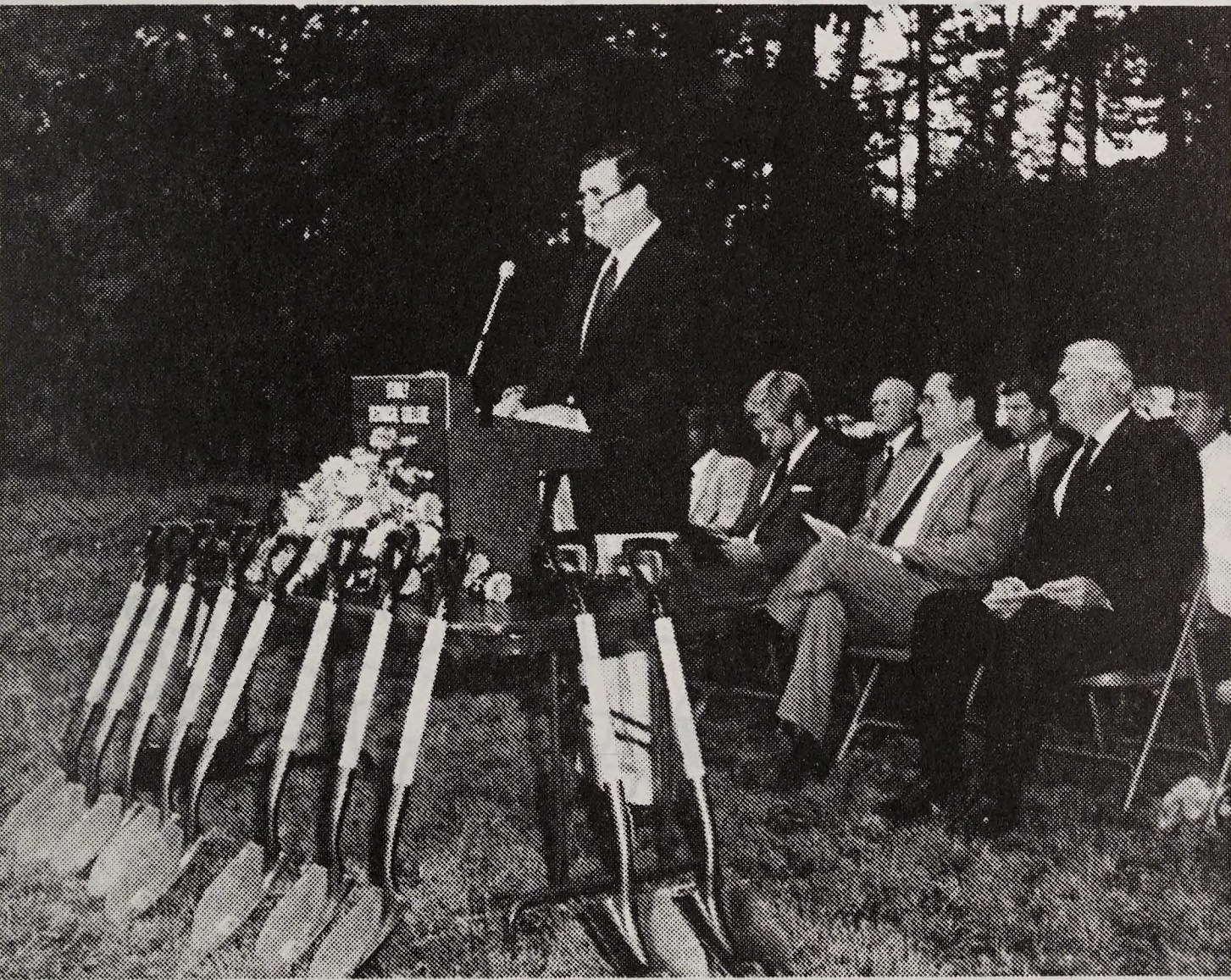
Chris Tucker **Marketing Coordinator**
 B.A. UNC-Chapel Hill

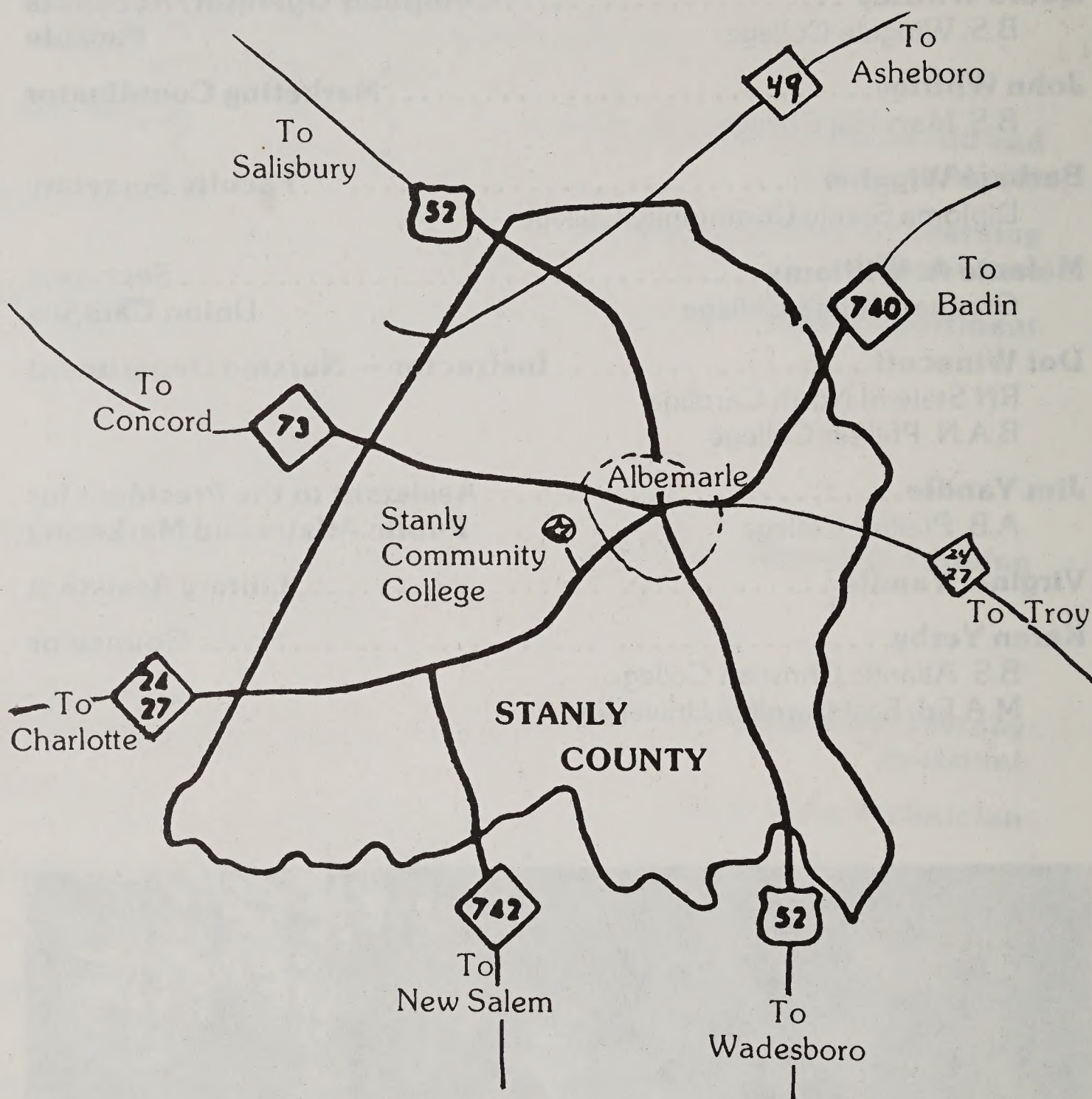
Barbara Unik **Secretary to the Vice President for Student Development**
 A.A.S. Stanly Community College

Robert J. Washer **Acting Vice President Union Campus**
 A.A. Campbell University
 B.S., M.A.Ed. East Carolina University

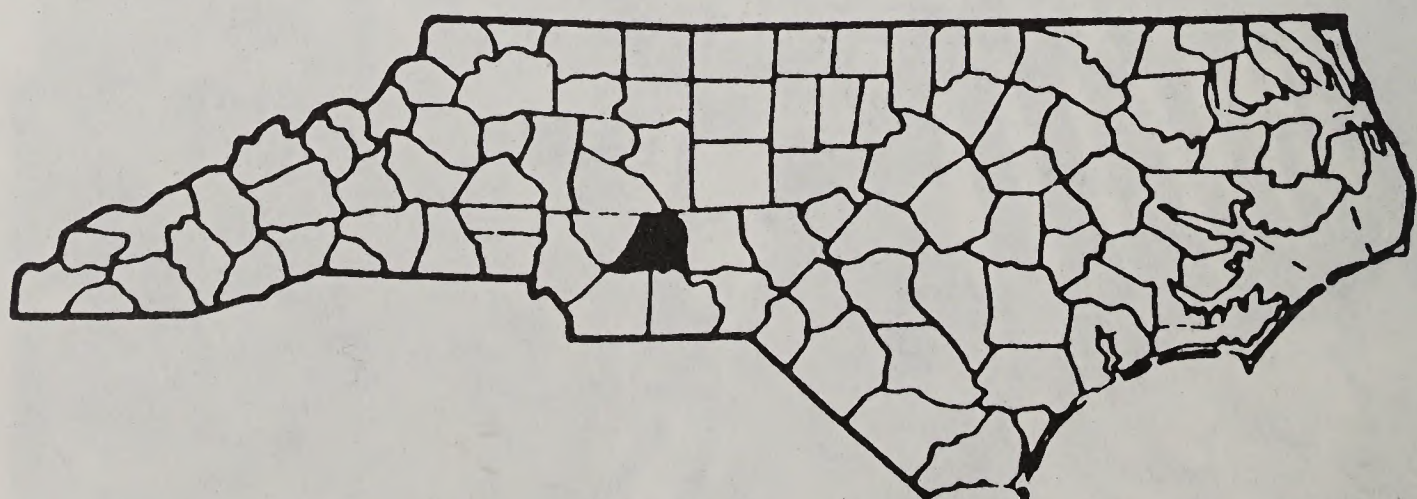
Daisy Washington **JTPA Counselor and GED Test Administrator**
 B.A. Pfeiffer College

-
- Debra Whitley** **Computer Operator/Accounts Payable**
 B.S. Wingate College
 - John Whitley** **Marketing Coordinator**
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 B.S. Atlantic Christian College
 M.A.Ed. East Carolina University





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